

## Memorandum

12/19/08  
FILE COPY

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C O N F I D E N T I A L

Date: December 16, 2008

To: Central Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Bakersfield Area

File No.: 420.11428.11428

Subject: AREA MANAGEMENT EVALUATION (SPECIAL FUNCTIONS)  
RESPONSE

I reviewed the Area Management Evaluation on Special Functions for the Bakersfield Area which was prepared by a Central Division team. The following issues were identified along with the resolutions;

2. Vehicle Theft, f. 1. and 2. - The sergeants are aware of the vehicle theft issues in the county and support all efforts to combat vehicle theft. They may not be able to cite specific vehicle theft numbers, but they have been advised to review the quarterly vehicle theft reports to have a general idea of the statistics.

9. Specialized Vehicles, (5) c. The document was erroneously marked as Officer Reed does conduct inspections on ambulances.

e. Officer Reed does notify County EMS of ambulances which are removed from service.

As you can see, the Bakersfield Area performed very well on the audit. I have praised and thanked all involved employees. If you have any questions, please contact me directly.

B. M. SMITH, Captain  
Commander

Attachment

*Safety, Service, and Security*

## AREA MANAGEMENT EVALUATION

## SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

NAME	POSITION	DATE
Baker, David	Central	
EVALUATOR		DATE
Sergeant Vander Mel		10/08/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

<input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		<input checked="" type="checkbox"/> Correction Report	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No * see notes	BY <i>Bm4P</i>	<i>Bm4P</i>	DATE 12-16-08
1. GENERAL		EVALUATED 10/08/2008	ACTION REQUIRED CORRECTED 12-16-08

a. Are special duty assignments minimized?

(1) Is maximum efficiency attained?

☒ Yes    ☐ No☒ Yes    ☐ No

(2) Are there any special duty functions which could be performed by a beat officer or other support personnel?

☐ Yes    ☒ No

b. Are assigned duties consistent with the job description?

☒ Yes    ☐ No

(1) Could duties be combined with another special duty assignment for efficiency?

☐ Yes    ☒ No

(2) Which special duty officers (positions) were interviewed? Officers Sullivan, Reed, Campbell, Drummond, Whittaker, and Cam

c. How are individuals for special duty assignments selected? The officer with the most expertise for the given assignment is the one selected; if all is equal between two or more candidates then seniority is considered. The administrative sergeant and lieutenant make the decision with the concurrence of the captain.

(1) Are special duty opportunities open to all officers?

☒ Yes    ☐ No

(2) Does selection contribute to attainment of affirmative action goals?

☒ Yes    ☐ No

d. Can the special duty supervisor describe the duties and workload of the special duty personnel?

☒ Yes    ☐ No

(1) Upon what criteria are special duty personnel evaluated? How well does each one accomplish their duties and in compliance with the performance appraisal manual.

(2) Are special duty officers held accountable for their time and performance?

☒ Yes    ☐ No

(3) How is the special duty officer's time planned? Are weekly itineraries provided to the supervisor?

☐ Yes    ☒ No

e. Do the commander and management team have an active interest in special duty programs?

☒ Yes    ☐ No

(1) Is time taken by the commander to discuss activities and potential problems?

☒ Yes    ☐ No

## 2. VEHICLE THEFT

EVALUATED 10/08/2008	ACTION REQUIRED	CORRECTED
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a. What is the scope of the Area's Vehicle Theft Program? The majority of Area's vehicle theft program is accomplished by the local auto theft task force.

b. Are there open lines of communication with the Division vehicle theft coordinator?

☒ Yes    ☐ No

(1) Is the commander aware of how to obtain assistance from the Division or Headquarters coordinators?

☒ Yes    ☐ No

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(2) Who is authorized to request assistance from vehicle theft coordinators? Sergeant Logan

c. Is the program effective?

☐ Yes ☐ No

(1) Vehicle theft recovery goals established?

☐ Yes ☒ No

(2) Goals attained?

☐ Yes ☐ No

(3) How does the current number of stolen and recovered vehicles compare to prior time periods? See page 13

(4) Are work hours dedicated to the program appropriate?

☒ Yes ☐ No

(5) Do beat officers and supervisors have an interest in the program?

☒ Yes ☐ No

d. Is the program supported by district/city attorneys and the courts?

☒ Yes ☐ No

(1) Has the program been discussed with them?

☒ Yes ☐ No

(2) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges?

N/A

e. Do the commander and management team take a personal interest in the program?

☒ Yes ☐ No

(1) What guidance and direction is provided? Beat officers who locate stolen cars are encouraged to complete any possible immediate follow up. To that end, the felony follow up officer and sergeants assist less experienced officer with their investigation.

f. Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area?

☐ Yes ☒ No

(1) Do they have an idea of the number of thefts and recoveries in the Area?

☐ Yes ☒ No

(2) Are they knowledgeable of the Department's Vehicle Theft Program?

☒ Yes ☐ No

(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques?

☒ Yes ☐ No

(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?

☒ Yes ☐ No

(5) Do they give guidance and direction?

☒ Yes ☐ No

(6) Do they demonstrate an interest in the program?

☒ Yes ☐ No

(7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?

☒ Yes ☐ No

g. Is vehicle theft education/training provided by Area?

☒ Yes ☐ No

(1) Are training aids used?

☒ Yes ☐ No

(2) Are division vehicle theft coordinators/investigators made available for training?

☒ Yes ☐ No

(3) Vehicle theft prevention discussed at briefings?

☒ Yes ☐ No

(4) How is information on unique problems and circumstances disseminated to beat officers? Briefing items

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(5) Are officers and supervisors proficient in locating and decoding VINs?

☒ Yes ☐ No

h. Have any Area officers earned the Department's 10851 Award?

☒ Yes ☐ No

(1) Have any officers qualified for the Master 10851 Award?

☐ Yes ☒ No

(2) How are awards presented?

(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?

☐ Yes ☐ No

(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program?

☒ Yes ☐ No

**3. VEHICLE IDENTIFICATION NUMBER PROGRAM**

EVALUATES  
TO BE

ACTION REQUIRED

COMPLETED

a. Is the VIN program understood by beat officers?

☒ Yes ☐ No

(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?

☒ Yes ☐ No

b. Who is the assigned VIN officer? Bill Sullivan

(1) How was he/she trained? By the previous VIN officer

(a) Is training adequate?

☒ Yes ☐ No

(2) Is the VIN officer proficient?

☒ Yes ☐ No

(3) Who is the alternate VIN officer? Bob McAdoo

(4) Are VIN inspections conducted in a secure setting?

☒ Yes ☐ No

(5) Is Field Support Section used as a resource?

☒ Yes ☐ No

c. What kind of system is in place to control the VIN officer's workload? The V.I.N. officer schedules his own workload.

(1) Are VIN assignments/verifications done on an appointment basis?

☒ Yes ☐ No

(a) Is there an excessive backlog?

☐ Yes ☒ No

(b) Is the vehicle owner's convenience a consideration?

☒ Yes ☐ No

(2) Are field officers and employees having public contact aware of the system used by the VIN officer?

☒ Yes ☐ No

(3) Are associated documents processed promptly and submitted on time?

☒ Yes ☐ No

d. Is there proper security for replacement VIN plates?

☒ Yes ☐ No

(1) Are inventory controls adequate?

☒ Yes ☐ No

(2) Are entries legible?

☒ Yes ☐ No

(3) Do records match inventories?

☒ Yes ☐ No

(4) Are required reports accurate and submitted properly?

☒ Yes ☐ No

e. Does the VIN officer use relevant information available from allied agencies, DMV and NICB?

☒ Yes ☐ No



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f. Does VIN officer belong to any professional organizations for exchange of information, such as memberships in any type of various vehicle theft investigator's associations?

☐ Yes ☒ No

**4. SCHOOL PUPIL AND FARM LABOR (SP&FL) TRANSPORTATION SAFETY**

EVALUATED  
10-08-2008

ACTION REQUIRED

CORRECTED

a. Is the Area commander and management team aware of all aspects of the SP&FL Transportation Safety Program conducted in the Area?

☒ Yes ☐ No

b. Does the Area have either a uniformed SP&FL Transportation Officer or a nonuniformed School Bus Officer/Coordinator?

☒ Yes ☐ No

(1) Are Area files maintained as required by HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual?

☒ Yes ☐ No

(a) Driver records, CHP 295, State Department of Education T-01, criminal record information, etc.?

☒ Yes ☐ No

(b) CHP 100E, Monthly Activity Report?

☒ Yes ☐ No

(c) School Bus Traffic Collision Reports and DMV printout H-6?

☒ Yes ☐ No

(d) Approved stops list?

☐ Yes ☒ No

(2) Is the School Pupil Transportation Safety Officer/Coordinator proficient in performing assigned duties?

☒ Yes ☐ No

(a) Are duties performed in conformance with HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual?

☒ Yes ☐ No

(3) Who is the alternate School Pupil Transportation Safety Officer/Coordinator? Vaughn Cain

(4) Are CHP 100Es, Monthly Activity Report, submitted in a timely manner?

☒ Yes ☐ No

(5) Is program time properly justified?

☒ Yes ☐ No

(a) How much time is allotted? Eight hours a day.

(b) Is time sufficient to meet departmental objectives?

☒ Yes ☐ No

(c) Is the time expended within the Area's allotment?

☒ Yes ☐ No

c. Is responsibility for supervision of the School Pupil Transportation Safety Program assigned to a specific supervisor?

☒ Yes ☐ No

(1) Does the supervisor have adequate knowledge of the functions of the Area program?

☒ Yes ☐ No

(2) Does the supervisor have a copy of HPM 82.4, School Pupil and Farm Labor Transportation Safety manual?

☒ Yes ☐ No

(3) Is he/she aware of the officer/coordinator's workload?

☒ Yes ☐ No

(4) Does the supervisor review CHP 100Es, Monthly Activity Report, submitted by the officer/coordinator?

☒ Yes ☐ No

d. What training has the School Pupil Safety Transportation Safety Officer/Coordinator had? Both the primary and the backup school bus officer have had the departmental training.

(1) Departmental policy relating to the School Pupil Safety Transportation Safety Program?

☒ Yes ☐ No

(2) School bus driver certification?

☒ Yes ☐ No

(3) School bus accident investigation?

☒ Yes ☐ No

(4) School bus reinspection?

☒ Yes ☐ No

(5) School bus routes and stops?

☒ Yes ☐ No

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- e. Does the officer/coordinator coordinate activities and information with adjacent Areas? ☒ Yes ☐ No
- (1) Is he/she aware of the technical assistance available from Commercial Vehicle Section? ☒ Yes ☐ No
- f. Is there a sound procedure for scheduling and administering written tests? ☒ Yes ☐ No
- (1) Are certain days selected for testing so that a maximum number of applicants can be tested at one time? ☒ Yes ☐ No
- (2) Who administers the test? Officer Reed
- (3) Is a proctor present? ☒ Yes ☐ No
- (4) Adequate supply of the five variations of both the driver and first aid tests on hand? ☒ Yes ☐ No
- (5) Who reviews the tests with the applicants? Officer Reed
- (6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-control? ☒ Yes ☐ No
- (7) Are driving errors discussed with the applicant? ☒ Yes ☐ No
- (8) Is the school bus transportation supervisor advised of any additional training needs? ☒ Yes ☐ No
- g. Does the School Pupil Safety Transportation Officer conduct on-scene investigations? ☐ Yes ☒ No
- (1) Are follow-up investigations conducted when appropriate? ☒ Yes ☐ No
- (2) Are appropriate special coding made on all school bus investigations? ☒ Yes ☐ No
- (3) Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver? ☒ Yes ☐ No
- (a) Has the officer/coordinator demonstrated a willingness to take such action when warranted? ☒ Yes ☐ No
- h. Are hazardous routes or stops reported in writing to the governing board of the school district? ☒ Yes ☐ No
- (1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13? ☒ Yes ☐ No
- (2) How many approved stops exist in the Area? Too many for an exact number, Area deals with 52 school districts.
- i. Do field officers take appropriate enforcement and follow-up action for observed school pupil safety related violations? ☒ Yes ☐ No

**5. EVIDENCE/PROPERTY CONTROL**

EVALUATED

ACTION REQUIRED

CORRECTED

- a. Has the Area commander demonstrated an interest in the proper control of evidence and property? ☐ Yes ☐ No
- (1) Who has been assigned by the commander as the evidence/property officer?
- (2) Has an alternate for this position been assigned? ☐ Yes ☐ No
- (3) Who is the evidence/property supervisor?
- b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evidence Manual? ☐ Yes ☐ No
- (1) Does the supervisor fully understand his/her responsibilities? ☐ Yes ☐ No
- (a) Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inventories? ☐ Yes ☐ No
- (2) Has a system been implemented which will ensure maintenance of the chain of possession for evidence? ☐ Yes ☐ No
- (a) Is the system adequate? ☐ Yes ☐ No

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(3) Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are entered items canceled when the property is no longer in CHP possession?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(6) Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Have procedures been examined for retaining and disposing of:	
(1) Evidence.	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Property.	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Weapons.	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Controlled substances.	<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Alcoholic beverages.	<input type="checkbox"/> Yes <input type="checkbox"/> No
(6) License plates.	<input type="checkbox"/> Yes <input type="checkbox"/> No
(7) Money.	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Has unclaimed property of value been picked up by the Department of General Services, Material Services Section, for storage and disposal after it has been held for 30 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Has the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the system adequate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is there a suspense system?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are all items properly identified?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are accurate records kept on weapons and controlled substances which have been disposed of?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do Area records compare accurately with court records?	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Are periodic audits completed to ensure integrity of the property system?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Has a semiannual audit of the property system been conducted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Have more frequent audits been conducted in identified problem areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Have inventories been conducted periodically to ensure integrity of the system?	<input type="checkbox"/> Yes <input type="checkbox"/> No
h. Is security adequate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is a security log maintained in the property room?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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(2) How many sets of keys are there to the evidence/property room and the temporary evidence storage lockers?

(a) Is the distribution of the keys according to policy?

☐ Yes ☐ No

(3) Is the evidence/property officer other than the court officer?

☐ Yes ☐ No

(a) Is the evidence/property officer other than a field officer or an officer involved in collecting evidence?

☐ Yes ☐ No

(4) Is the property room accessible by repair/maintenance personnel?

☐ Yes ☐ No

(a) Is the room accessible by repair/maintenance personnel?

☐ Yes ☐ No

(b) Is there a false ceiling?

☐ Yes ☐ No

(c) Are door hinges on the inside of the room?

☐ Yes ☐ No

(d) Are any items which require access by other than the evidence/property officer stored in the room?

☐ Yes ☐ No

(e) Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual?

☐ Yes ☐ No

(If not, have steps been initiated to correct the problem?)

☐ Yes ☐ No

(5) Are pass-through type temporary storage lockers secured from the inside to prevent entry?

☐ Yes ☐ No

(a) Is evidence left in these lockers for no more than one day?

☐ Yes ☐ No

(6) Is Area knowledgeable of investigatory requirements in the event of any instance of suspected tampering with packages containing controlled substances?

☐ Yes ☐ No

(a) Have any internal investigations been initiated by Area for any such incidents?

☐ Yes ☐ No

## 6. COLLISION INVESTIGATION FOLLOW-UP

EVALUATED  
10/08/2008

ACTION REQUIRED

CORRECTED

a. Does the Area have an AI officer?

☒ Yes ☐ No

b. Who is responsible for supervising the officer? Sergeant Logan

c. How much time is allocated to the position? Eight hours a day

(1) Is time allocated sufficient?

☒ Yes ☐ No

d. Does the collision investigation follow-up officer have a job description?

☒ Yes ☐ No

(1) Is it current?

☒ Yes ☐ No

(2) What are the officer's duties? Reviews and tracks accident reports, maintains AIS and a liaison with SWITERS, and notifies supervisors of deficiencies in reports.

e. Does the officer understand special reporting requirements?

☒ Yes ☐ No

f. Does the officer have training or special qualifications that complement the position?

☒ Yes ☐ No

g. Is the officer available to respond to accidents to provide technical assistance?

☒ Yes ☐ No

h. Does the officer identify training needs and discuss them with his/her supervisor?

☒ Yes ☐ No

i. Does the officer prepare charts, graphs, or statistics that identify problem locations for deployment purposes?

☒ Yes ☐ No

j. Does the officer have other duties, if so, what are they?

☐ Yes ☒ No

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## 7. COURT LIAISON OFFICER

EVALUATED

10/08/2008

ACTION REQUIRED

CORRECTED

- a. Does the Area have an officer assigned court liaison duties? ☒ Yes ☐ No
- b. Who supervises the officer? Sergeant Logan
- c. How much time is allocated to the position? Eight hours a day
- d. Does the officer have a job description? ☒ Yes ☐ No
- (1) Is it accurate? ☒ Yes ☐ No
- (2) When was it last revised? May 14, 2008
- (3) What are the officer's duties? Maintains booking log and liaison with allied agencies, files complaints with courts and notifies sergeants of deficiencies in reports.
- e. Does he/she have responsibilities for prisoner arraignment? ☐ Yes ☒ No
- f. Does the officer command respect of his/her peer group? ☒ Yes ☐ No
- g. Is the court officer involved in the DUI Cost Recovery Program? ☐ Yes ☒ No
- h. Does the officer initiate a CHP 735, Incident Response Reimbursement Statement? ☒ Yes ☐ No
- (1) Does the officer(s)' times on the CHP 735 correspond to the times indicated on his/her CHP 415, Daily Field Record? ☒ Yes ☐ No
- (2) Does the officer(s) maintain a log? ☒ Yes ☐ No
- (3) Does the officer(s) forward the form to Fiscal Management Section after disposition? ☒ Yes ☐ No
- i. How many courts are within the Area's jurisdiction? Six
- j. Does the officer deal with more than one district attorney's (DA) office? ☒ Yes ☐ No
- k. Does the officer have other duties? ☐ Yes ☒ No
- (1) If so, what are the other duties?

## 8. ASSET FORFEITURE (AF) OFFICER

EVALUATED

10/08/2008

ACTION REQUIRED

CORRECTED

- a. Does the Area have an officer assigned as AF coordinator? ☒ Yes ☐ No
- b. Does the officer have current job description? ☒ Yes ☐ No
- c. Is he/she familiar with HPM 81.5, Drug Programs Manual? ☒ Yes ☐ No
- d. Is Area coordinator logging AF cases separate from evidence? ☒ Yes ☐ No
- e. Is there a process in place to ensure proper disposition of AF items? ☒ Yes ☐ No
- f. Does Area's log agree with the Field Services Section (FSS) and Division log? ☒ Yes ☐ No
- (1) If not, why not?
- g. Is the disposition of cases supported by documentation such as arrest reports, court order, and AF distribution memorandum? ☒ Yes ☐ No

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h. Has the Area seized any vehicles under AF?

☐ Yes ☒ No

(1) If so, does the AF coordinator know where the vehicles are located and their current disposition?

☐ Yes ☐ No

i. Is the Franchise Tax Board notified of all seizures valued at \$5,000 or more?

☒ Yes ☐ No

j. Does the AF coordinator complete a mis-screen 50?

☐ Yes ☒ No

k. Does Area notify Division of all vehicle/boat/plane seizures?

☐ Yes ☐ No

l. Is Fleet Operations Section notified?

☐ Yes ☐ No

m. Are all vehicles stored safely and properly protected from inclement weather?

☐ Yes ☐ No

n. Are large sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local bank for safekeeping?

☐ Yes ☐ No

o. Are large sums of cash deposited in a departmental interest-bearing bank account designated for AF?

☐ Yes ☐ No

p. What is the procedure in handling monetary AF awards (checks from the DA)? Forwarded to Accounting on a transmittal.

q. Is the check remitted to the Area's cashier for transmittal to Fiscal Management Section with proper notifications to FSS and the Division AF coordinator?

☒ Yes ☐ No

**9. SPECIALIZED VEHICLES**

EVALUATED  
10 08 2008

ACTION REQUIRED

CORRECTED

a. Operation and Inspection

(1) Is there an officer assigned to oversee the operation of specialized vehicles within the Area?

☒ Yes ☐ No

(a) Who supervises the officer(s)? Sergeant Logan

(b) How much time is allocated? Once a year, 40 hours for one week.

(2) Does the officer have a job description?

☒ Yes ☐ No

(a) Is it accurate?

☒ Yes ☐ No

(b) When was it last revised? May 14, 2008

(3) Do officers understand policy concerning permits, licensing, inspections, and regulations pertaining to specialized vehicles?

☒ Yes ☐ No

(4) Tow Trucks

(a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks?

☒ Yes ☐ No

(b) Do files contain current contracts and inspection forms?

☒ Yes ☐ No

(c) Are there any recent complaints?

☒ Yes ☐ No

(d) Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative Supplement?

☒ Yes ☐ No

(e) Who is responsible for inspections? Officer Reed with the help of local Motor Carrier Specialists.

(f) Does an officer occasionally conduct a random inspection to ensure the integrity of the inspection process?

☐ Yes ☒ No

(g) Is there evidence that discrepancies are promptly corrected?

☒ Yes ☐ No

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(h) Who conducts annual tow meetings? Officer Reed, Sergeant Logan and the Lieutenant or Captain

1 Does the commander attend?

☒ Yes ☐ No

2 Is an agenda prepared?

☒ Yes ☐ No

3 Are minutes prepared and circulated for review?

☐ Yes ☒ No

4 When was the last annual meeting? 10/8

(i) Are rotation and sector assignment procedures clearly established?

☒ Yes ☐ No

(j) How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list? Briefing them or by dispatch

(k) Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators?

☒ Yes ☐ No

**(5) Ambulances**

(a) Who is responsible for overseeing the operation of ambulances within the Area? Officer Reed

(b) Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2?

☒ Yes ☐ No

(c) Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13, California Code of Regulations?

☒ Yes ☒ No ANNUALLY

(d) Are complaints received at Area investigated and documented?

☒ Yes ☐ No

(e) If ambulances are removed from service, is there any branch of county government that requests notification?

☒ Yes ☒ No \*

1 If so, how is this done?

COUNTY EMS  
telephone

(f) Are ambulance inspection forms in file current?

☒ Yes ☐ No

**(6) Armored Vehicles**

(a) Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area?

☒ Yes ☐ No

(b) What impact on the Area workload do these inspections have? Very little. Officer Reed has only had four or five in recent years to inspect.

**(7) Authorized Emergency Vehicles (AEV)**

(a) Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area?

☐ Yes ☒ No

**10. CALIFORNIA RESIDENT FOREIGN REGISTRATION (CRFR) PROGRAM**

EVALUATED  
10/08/2008

ACTION REQUIRED

CORRECTED



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a. If the Department currently has an active CRFR program, does the Area have an officer assigned to investigate attempts by California residents to avoid payment of licensing and registration fees due in California? ☒ Yes ☐ No

(1) Who supervises the officer? Sergeant Logan

(2) Is sufficient time allocated for this program? ☐ Yes ☐ No

(3) Does the officer have a job description? ☒ Yes ☐ No

(a) Is it accurate? ☐ Yes ☐ No

b. Does the Area program follow the guidelines in the Registration Enforcement Manual, HPM 82.5, Chapter 3? ☒ Yes ☐ No

c. Are suspected violations documented on Registration 69 forms locally processed, or sent to the DMV Registration Compliance Unit? ☐ Yes ☒ No

(1) If locally processed, are CHP 215s, Notice to Appear, issued when it is established that California registration is due?

☒ Yes ☐ No

d. Is the CRFR officer aware that the rules of evidence pertaining to search and seizure apply to violations of this type? ☒ Yes ☐ No

e. Does the Area report significant statistics to Division by comm-net by the 10th of each month? ☐ Yes ☒ No

f. Does the degree of compliance gained or the actual revenue collected as a result of the program justify its continuance? ☒ Yes ☐ No

**11. GENERAL SUPPORT**

EVALUATED  
10/08/2008

ACTION REQUIRED

CORRECTED

a. Is an officer assigned to general support including violation clearance and counter officer? ☒ Yes ☐ No

b. What additional duties does he/she perform? Assist the AI follow up officer by taking statements, assists the PAO by answering questions, assists the AI officer with AIS entry.

c. Is there a job description? ☒ Yes ☐ No

(1) Is it accurate? ☒ Yes ☐ No

(2) When was it last revised? May 14, 2008

d. How much time is allocated to this position? Eight hours a day.

e. With minimal instruction, could this position be handled by limited duty personnel? ☐ Yes ☒ No

**12. AREA TRAINING OFFICER**

EVALUATED  
10/08/2008

ACTION REQUIRED

CORRECTED

a. Does the Area have an officer assigned as the Area training officer? ☒ Yes ☐ No

b. How much time is allocated to this position? Eight hours a day.

c. Who supervises the officer? Sergeant Logan

d. Does the officer have a job description? ☒ Yes ☐ No

(1) When was it last revised? May 14, 2008

e. Does the officer command the respect of his/her peers? ☒ Yes ☐ No

f. Does the officer have the support of the supervisors? ☒ Yes ☐ No



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g. What training has been provided to the officer? The officer will attend the range school in November and is trying to schedule himself for Instructor Training course in 2009.

h. Has he/she been trained as a Department instructor?

☐ Yes ☒ No

i. Is the officer certified as an officer safety training instructor?

☐ Yes ☒ No

j. Has he/she attended the Department's weapons/range officer training?

☐ Yes ☒ No

k. Is the officer qualified to train employees to use tactical rifles?

☐ Yes ☒ No

l. Is the officer a CPR instructor?

☒ Yes ☐ No

m. What role does the officer have in developing and/or presenting Area training programs? The current training officer started in this position just four months ago. So far, the only training that there has been time for and is what is mandated by the decentralized training.

n. Does the officer keep Area informed of officers deficient in training or those who have superior performance?

☒ Yes ☐ No

o. Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents?

☐ Yes ☒ No

p. Does the officer assist in reviewing injuries to personnel resulting from arrest situations?

☐ Yes ☒ No

q. Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS?

☒ Yes ☐ No

r. Is the officer responsible for performing range maintenance?

☐ Yes ☒ No

s. What other duties or assignments does the training officer have? He is the PAS coordinator and assists the accident review officer.

**13. LIMITED DUTY**

EVALUATED  
10/08/2008

ACTION REQUIRED

CORRECTED

a. Does the Area currently have limited duty personnel assigned?

☒ Yes ☐ No

(1) What are their classifications, and what duties are they assigned? One officer will be on limited duty for a short time due to a broken wrist and is currently assisting with evidence audits throughout Central Division.

b. Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment?

☒ Yes ☐ No

(1) Could they be used more efficiently?

☐ Yes ☒ No

c. If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol?

☐ Yes ☒ No

d. Are any current assignments in excess of six months?

☒ Yes ☐ No

e. Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases?

☒ Yes ☐ No

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f. Are limited duty personnel having public contact appropriately attired?

☒ Yes ☐ No

**14. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS**

a. Does the Area have personnel assigned to special projects or tactical operations?

☐ Yes ☐ No

b. Is the position full time or on an on-call basis?

☐ Yes ☐ No

c. If full time, is the assignment for a specified number of weeks or months?

☐ Yes ☒ No

d. What are the duties/responsibilities of the officer? Primarily this officer is the liaison for the Area special duty officers when necessary and when time permits.

e. Who supervises the officer? Sergeant Logan

f. How does he/she account for his/her time? Monthly 100 form

g. What is the selection criteria for the assignment? See page 1

h. Has the Area member contributed to the success or mission of the team or task force?

N/A

☐ Yes ☐ No

i. Where coordination is appropriate with the Division Investigative Services Unit, is there ongoing discussion regarding activities?

☒ Yes ☐ No

j. Is there a Memorandum of Understanding (MOU) on file?

☐ Yes ☒ No

k. Is the special assignment on a reimbursable contract?

☐ Yes ☒ No

(1) If so, is the contract being followed?

☐ Yes ☐ No

Page 1

1.d.(2) - Sergeant Logan performs periodic audits of different functions. He realizes also that if jobs aren't being completed properly or on time then the problem(s) will surface.

1.d.(3) - Each Special Duty Officer is responsible for maintaining their workload and managing their time.

2. - Area does not have a specific vehicle theft program which sets specific goals. However, a task force is in place and employs a proactive approach to auto theft in the Bakersfield Area. When a beat officer locates a reported stolen vehicle, that officer is encouraged to complete any follow up possible within an immediate time frame of the arrest. If the initiating officer can not complete all the follow up, Area's felony follow up officer will help. Ultimately, the case and information may be forwarded to the task force.

As for encouraging other officers to become involved in the recovery of stolen vehicles, the number of stolen vehicles and the number of 10851 pins is posted in the briefing room.

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3.d. - Officer Sullivan holds one key which secures the VIN plates and the second key is in the master key box and VIN plate records match inventories.



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STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

AREA Bakersfield	DIVISION Central	NUMBER 420
EVALUATED BY F. Vierra, Sgt. 11559		DATE 09/23/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW <i>[Signature]</i> 11-10-08	DATE 11-12-08
BY		EVALUATED X	ACTION REQUIRED
			CORRECTED

1. GENERAL

- a. Are special duty assignments minimized? ☒ Yes ☐ No
- (1) Is maximum efficiency attained? ☒ Yes ☐ No
- (2) Are there any special duty functions which could be performed by a beat officer or other support personnel? ☐ Yes ☒ No
- b. Are assigned duties consistent with the job description? ☒ Yes ☐ No
- (1) Could duties be combined with another special duty assignment for efficiency? ☐ Yes ☒ No
- (2) Which special duty officers (positions) were interviewed? A/I Follow-up/Review, LAN/MDC/Radar, Evidence, School/Tow, PAO, Court, General Support, Training and VIN officers. The supervisor in charge of the special duty officers was also interviewed.
- c. How are individuals for special duty assignments selected? Assignment / position is advertised, interested officers submit memos and are interviewed by the Admin Sgt and Admin Lt as to knowledge and qualifications and selected with approval of the Area Commander.
- (1) Are special duty opportunities open to all officers? ☒ Yes ☐ No
- (2) Does selection contribute to attainment of affirmative action goals? ☒ Yes ☐ No
- d. Can the special duty supervisor describe the duties and workload of the special duty personnel? ☒ Yes ☐ No
- (1) Upon what criteria are special duty personnel evaluated? Personal observations of the Area management team, public feedback, review of activity during audits, etc.
- (2) Are special duty officers held accountable for their time and performance? ☒ Yes ☐ No
- (3) How is the special duty officer's time planned? Are weekly itineraries provided to the supervisor? ☐ Yes ☒ No
- e. Do the commander and management team have an active interest in special duty programs? ☒ Yes ☐ No
- (1) Is time taken by the commander to discuss activities and potential problems? ☒ Yes ☐ No

2. VEHICLE THEFT

EVALUATED X	ACTION REQUIRED	CORRECTED
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- a. What is the scope of the Area's Vehicle Theft Program? The Area's Vehicle Theft Program is maintained by a specialized Central Division Auto Theft Task Force (KERNCAAT). The unit encourages/promotes participation in vehicle theft prevention and recovery.
- b. Are there open lines of communication with the Division vehicle theft coordinator? ☒ Yes ☐ No
- (1) Is the commander aware of how to obtain assistance from the Division or Headquarters coordinators? ☒ Yes ☐ No

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(2) Who is authorized to request assistance from vehicle theft coordinators? Beat officers are encouraged to contact their shift supervisor who in turn will request assistance from auto theft officers.

c. Is the program effective?

☒ Yes ☐ No

(1) Vehicle theft recovery goals established?

☒ Yes ☐ No

(2) Goals attained?

☒ Yes ☐ No

(3) How does the current number of stolen and recovered vehicles compare to prior time periods? Reported stolen vehicles are down 5% and recovered vehicles are up 6% from the same time period last year (2007).

(4) Are work hours dedicated to the program appropriate?

☒ Yes ☐ No

(5) Do beat officers and supervisors have an interest in the program?

☒ Yes ☐ No

d. Is the program supported by district/city attorneys and the courts?

☒ Yes ☐ No

(1) Has the program been discussed with them?

☒ Yes ☐ No

(2) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges? Area has attempted to gain vertical prosecution through the Kern County District Attorney's Office.

e. Do the commander and management team take a personal interest in the program?

☒ Yes ☐ No

(1) What guidance and direction is provided? Updated training in auto theft prevention and recovery is provided during local training days and shift briefings. The management team provides an open door policy for assistance and information regarding auto theft to all employees.

f. Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area?

☒ Yes ☐ No

(1) Do they have an idea of the number of thefts and recoveries in the Area?

☒ Yes ☐ No

(2) Are they knowledgeable of the Department's Vehicle Theft Program?

☒ Yes ☐ No

(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques?

☒ Yes ☐ No

(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?

☒ Yes ☐ No

(5) Do they give guidance and direction?

☒ Yes ☐ No

(6) Do they demonstrate an interest in the program?

☒ Yes ☐ No

(7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?

☒ Yes ☐ No

g. Is vehicle theft education/training provided by Area?

☒ Yes ☐ No

(1) Are training aids used?

☒ Yes ☐ No

(2) Are division vehicle theft coordinators/investigators made available for training?

☒ Yes ☐ No

(3) Vehicle theft prevention discussed at briefings?

☒ Yes ☐ No

(4) How is information on unique problems and circumstances disseminated to beat officers? Information is provided to Area officers during shift briefing, training days and informational bulletins.

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(5) Are officers and supervisors proficient in locating and decoding VINs?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
h. Have any Area officers earned the Department's 10851 Award?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Have any officers qualified for the Master 10851 Award?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) How are awards presented? Awards are presented by the Commander during scheduled Area training days.	

(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<b>3. VEHICLE IDENTIFICATION NUMBER PROGRAM</b>	EVALUATED X	ACTION REQUIRED	CORRECTED
a. Is the VIN program understood by beat officers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
b. Who is the assigned VIN officer? W. Sullivan, ID #11883			
(1) How was he/she trained? Area training classes.			

(a) Is training adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is the VIN officer proficient?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Who is the alternate VIN officer? Officer Robert McAdoo, ID# 14360	
(4) Are VIN inspections conducted in a secure setting?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Is Field Support Section used as a resource?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What kind of system is in place to control the VIN officer's workload? Appointment calendar.	

(1) Are VIN assignments/verifications done on an appointment basis?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Is there an excessive backlog?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(b) Is the vehicle owner's convenience a consideration?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are field officers and employees having public contact aware of the system used by the VIN officer?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are associated documents processed promptly and submitted on time?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Is there proper security for replacement VIN plates?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are inventory controls adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are entries legible?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Do records match inventories?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are required reports accurate and submitted properly?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Does the VIN officer use relevant information available from allied agencies, DMV and NICB?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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- f. Does VIN officer belong to any professional organizations for exchange of information, such as memberships in any type of various vehicle theft investigator's associations?

☐ Yes ☒ No**4. SCHOOL PUPIL AND FARM LABOR (SP&FL) TRANSPORTATION SAFETY**

EVALUATED

X

ACTION REQUIRED

CORRECTED

- a. Is the Area commander and management team aware of all aspects of the SP&FL Transportation Safety Program conducted in the Area?

☒ Yes ☐ No

- b. Does the Area have either a uniformed SP&FL Transportation Officer or a nonuniformed School Bus Officer/Coordinator?

☒ Yes ☐ No

- (1) Are Area files maintained as required by HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual?

☒ Yes ☐ No

- (a) Driver records, CHP 295, State Department of Education T-01, criminal record information, etc.?

☒ Yes ☐ No

- (b) CHP 100E, Monthly Activity Report?

☒ Yes ☐ No

- (c) School Bus Traffic Collision Reports and DMV printout H-6?

☒ Yes ☐ No

- (d) Approved stops list?

☐ Yes ☒ No

- (2) Is the School Pupil Transportation Safety Officer/Coordinator proficient in performing assigned duties?

☒ Yes ☐ No

- (a) Are duties performed in conformance with HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual?

☒ Yes ☐ No

- (3) Who is the alternate School Pupil Transportation Safety Officer/Coordinator? Vaughn Cain, #14783

- (4) Are CHP 100Es, Monthly Activity Report, submitted in a timely manner?

☒ Yes ☐ No

- (5) Is program time properly justified?

☒ Yes ☐ No

- (a) How much time is allotted? Full time position combined with Specialized Vehicles Officer.

- (b) Is time sufficient to meet departmental objectives?

☒ Yes ☐ No

- (c) Is the time expended within the Area's allotment?

☒ Yes ☐ No

- c. Is responsibility for supervision of the School Pupil Transportation Safety Program assigned to a specific supervisor?

☒ Yes ☐ No

- (1) Does the supervisor have adequate knowledge of the functions of the Area program?

☒ Yes ☐ No

- (2) Does the supervisor have a copy of HPM 82.4, School Pupil and Farm Labor Transportation Safety manual?

☒ Yes ☐ No

- (3) Is he/she aware of the officer/coordinator's workload?

☒ Yes ☐ No

- (4) Does the supervisor review CHP 100Es, Monthly Activity Report, submitted by the officer/coordinator?

☒ Yes ☐ No

- d. What training has the School Pupil Safety Transportation Safety Officer/Coordinator had? Attended In-Service Training classes? Have a thorough, practical knowledge of: School Bus Officer / Coordinator class

- (1) Departmental policy relating to the School Pupil Safety Transportation Safety Program?

☒ Yes ☐ No

- (2) School bus driver certification?

☒ Yes ☐ No

- (3) School bus accident investigation?

☒ Yes ☐ No

- (4) School bus reinspection?

☒ Yes ☐ No

- (5) School bus routes and stops?

☒ Yes ☐ No

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e. Does the officer/coordinator coordinate activities and information with adjacent Areas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is he/she aware of the technical assistance available from Commercial Vehicle Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is there a sound procedure for scheduling and administering written tests?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are certain days selected for testing so that a maximum number of applicants can be tested at one time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who administers the test? The School Bus Officer		
(3) Is a proctor present?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Adequate supply of the five variations of both the driver and first aid tests on hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Who reviews the tests with the applicants? The School Bus Officer		
(6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Are driving errors discussed with the applicant?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is the school bus transportation supervisor advised of any additional training needs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Does the School Pupil Safety Transportation Officer conduct on-scene investigations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are follow-up investigations conducted when appropriate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are appropriate special coding made on all school bus investigations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Are hazardous routes or stops reported in writing to the governing board of the school district?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) How many approved stops exist in the Area? 0		
i. Do field officers take appropriate enforcement and follow-up action for observed school pupil safety related violations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**5. EVIDENCE/PROPERTY CONTROL**

	EVALUATED X	ACTION REQUIRED	CORRECTED
a. Has the Area commander demonstrated an interest in the proper control of evidence and property?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(1) Who has been assigned by the commander as the evidence/property officer? Vaughn Cain, #14783			
(2) Has an alternate for this position been assigned?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(3) Who is the evidence/property supervisor? Sergeant L. Logan, # 12958			
b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(1) Does the supervisor fully understand his/her responsibilities?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(a) Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inventories?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(2) Has a system been implemented which will ensure maintenance of the chain of possession for evidence?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(a) Is the system adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

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(3) Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are entered items canceled when the property is no longer in CHP possession?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Have procedures been examined for retaining and disposing of:		
(1) Evidence.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Property.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Weapons.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Controlled substances.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Alcoholic beverages.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) License plates.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Money.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Has unclaimed property of value been picked up by the Department of General Services, Material Services Section, for storage and disposal after it has been held for 30 days?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Has the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a suspense system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are all items properly identified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are accurate records kept on weapons and controlled substances which have been disposed of?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do Area records compare accurately with court records?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are periodic audits completed to ensure integrity of the property system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has a semiannual audit of the property system been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Have more frequent audits been conducted in identified problem areas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Have inventories been conducted periodically to ensure integrity of the system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Is security adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a security log maintained in the property room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No



**AREA MANAGEMENT EVALUATION****SPECIAL FUNCTIONS**

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- (2) How many sets of keys are there to the evidence/property room and the temporary evidence storage lockers? Two (2)

(a) Is the distribution of the keys according to policy? ☒ Yes ☐ No

(3) Is the evidence/property officer other than the court officer? ☒ Yes ☐ No

(a) Is the evidence/property officer other than a field officer or an officer involved in collecting evidence? ☒ Yes ☐ No

(4) Is the property room accessible by repair/maintenance personnel? ☐ Yes ☒ No

(a) Is the room accessible by repair/maintenance personnel? ☐ Yes ☒ No

(b) Is there a false ceiling? ☐ Yes ☒ No

(c) Are door hinges on the inside of the room? ☒ Yes ☐ No

(d) Are any items which require access by other than the evidence/property officer stored in the room? ☐ Yes ☒ No

(e) Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual? ☒ Yes ☐ No

(If not, have steps been initiated to correct the problem?) ☐ Yes ☐ No

(5) Are pass-through type temporary storage lockers secured from the inside to prevent entry? ☒ Yes ☐ No

(a) Is evidence left in these lockers for no more than one day? ☒ Yes ☐ No

(6) Is Area knowledgeable of investigatory requirements in the event of any instance of suspected tampering with packages containing controlled substances? ☒ Yes ☐ No

(a) Have any internal investigations been initiated by Area for any such incidents? ☐ Yes ☒ No

**6. COLLISION INVESTIGATION FOLLOW-UP**

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Does the Area have an AI officer? ☒ Yes ☐ No

b. Who is responsible for supervising the officer? Sergeant L. Logan, #12958

c. How much time is allocated to the position? Full time position.

(1) Is time allocated sufficient? ☒ Yes ☐ No

d. Does the collision investigation follow-up officer have a job description? ☒ Yes ☐ No

(1) Is it current? ☒ Yes ☐ No

(2) What are the officer's duties? Follow-up on hit-and-run collisions, related supplemental reports and correspondence, A/I follow-up from other CHP Areas and allied agencies, enforcement actions directed against traffic violations, other duties as required.

e. Does the officer understand special reporting requirements? ☒ Yes ☐ No

f. Does the officer have training or special qualifications that complement the position? ☒ Yes ☐ No

g. Is the officer available to respond to accidents to provide technical assistance? ☒ Yes ☐ No

h. Does the officer identify training needs and discuss them with his/her supervisor? ☒ Yes ☐ No

i. Does the officer prepare charts, graphs, or statistics that identify problem locations for deployment purposes? ☒ Yes ☐ No

j. Does the officer have other duties, if so, what are they? ☒ Yes ☐ No

As listed in d.(2) above, "other duties as required" may be any duty required as an Officer, CHP.

**AREA MANAGEMENT EVALUATION****SPECIAL FUNCTIONS**

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**7. COURT LIAISON OFFICER**

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Does the Area have an officer assigned court liaison duties?

☒ Yes ☐ No

b. Who supervises the officer? Sergeant L. Logan, #12958

c. How much time is allocated to the position? Full time position.

d. Does the officer have a job description?

☒ Yes ☐ No

(1) Is it accurate?

☒ Yes ☐ No

(2) When was it last revised? 05/14/2008

(3) What are the officer's duties?

e. Does he/she have responsibilities for prisoner arraignment?

☐ Yes ☒ No

f. Does the officer command respect of his/her peer group?

☒ Yes ☐ No

g. Is the court officer involved in the DUI Cost Recovery Program?

☐ Yes ☒ No

h. Does the officer initiate a CHP 735, Incident Response Reimbursement Statement?

☐ Yes ☒ No

(1) Does the officer(s)' times on the CHP 735 correspond to the times indicated on his/her CHP 415, Daily Field Record?

☐ Yes ☐ No

(2) Does the officer(s) maintain a log?

☐ Yes ☐ No

(3) Does the officer(s) forward the form to Fiscal Management Section after disposition?

☐ Yes ☐ No

i. How many courts are within the Area's jurisdiction? Seven (7)

j. Does the officer deal with more than one district attorney's (DA) office?

☒ Yes ☐ No

k. Does the officer have other duties?

☒ Yes ☐ No

(1) If so, what are the other duties? Entry of information into the AIS, access to criminal history and "rap" sheet information when required for felony arrests.

**8. ASSET FORFEITURE (AF) OFFICER**

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Does the Area have an officer assigned as AF coordinator?

☒ Yes ☐ No

b. Does the officer have current job description?

☒ Yes ☐ No

c. Is he/she familiar with HPM 81.5, Drug Programs Manual?

☒ Yes ☐ No

d. Is Area coordinator logging AF cases separate from evidence?

☒ Yes ☐ No

e. Is there a process in place to ensure proper disposition of AF items?

☒ Yes ☐ No

f. Does Area's log agree with the Field Services Section (FSS) and Division log?

☒ Yes ☐ No

(1) If not, why not?

g. Is the disposition of cases supported by documentation such as arrest reports, court order, and AF distribution memorandum?

☒ Yes ☐ No

**AREA MANAGEMENT EVALUATION****SPECIAL FUNCTIONS**

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h. Has the Area seized any vehicles under AF?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) If so, does the AF coordinator know where the vehicles are located and their current disposition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
i. Is the Franchise Tax Board notified of all seizures valued at \$5,000 or more?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
j. Does the AF coordinator complete a mis-screen 50?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
k. Does Area notify Division of all vehicle/boat/plane seizures?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
l. Is Fleet Operations Section notified?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
m. Are all vehicles stored safely and properly protected from inclement weather?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
n. Are large sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local bank for safekeeping?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
o. Are large sums of cash deposited in a departmental interest-bearing bank account designated for AF?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
p. What is the procedure in handling monetary AF awards (checks from the DA)? A check is sent to the Commander who turns the funds over to the Evidence Officer. The Evidence Officer makes copies of all the documentation and forwards funds to Accounting Unit.	
q. Is the check remitted to the Area's cashier for transmittal to Fiscal Management Section with proper notifications to FSS and the Division AF coordinator?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**9. SPECIALIZED VEHICLES**

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Operation and Inspection	
(1) Is there an officer assigned to oversee the operation of specialized vehicles within the Area?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Who supervises the officer(s)? Sergeant L. Logan, #12958	
(b) How much time is allocated? Position combined with that of the School Bus officer.	
(2) Does the officer have a job description?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Is it accurate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) When was it last revised? 05/14/2008	
(3) Do officers understand policy concerning permits, licensing, inspections, and regulations pertaining to specialized vehicles?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Tow Trucks	
(a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Do files contain current contracts and inspection forms?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Are there any recent complaints?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(d) Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative Supplement?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(e) Who is responsible for inspections? The Specialized Vehicles Officer, Mike Reed, #12983.	
(f) Does an officer occasionally conduct a random inspection to ensure the integrity of the inspection process?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(g) Is there evidence that discrepancies are promptly corrected?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

(h) Who conducts annual tow meetings? The School Bus / Tow Officer

1 Does the commander attend?

☒ Yes ☐ No

2 Is an agenda prepared?

☒ Yes ☐ No

3 Are minutes prepared and circulated for review?

☒ Yes ☐ No

4 When was the last annual meeting? May 14, 2008.

(i) Are rotation and sector assignment procedures clearly established?

☒ Yes ☐ No

(j) How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list? During briefing and Area training days.

(k) Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators?

☒ Yes ☐ No

(5) Ambulances

(a) Who is responsible for overseeing the operation of ambulances within the Area? The Specialized Vehicles Officer, Mike Reed, #12983.

(b) Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2?

☒ Yes ☐ No

(c) Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13, California Code of Regulations?

☒ Yes ☐ No

(d) Are complaints received at Area investigated and documented?

☒ Yes ☐ No

(e) If ambulances are removed from service, is there any branch of county government that requests notification?

☒ Yes ☐ No

1 If so, how is this done? The Kern County Health Department would be advised with a memo using departmental letterhead.

(f) Are ambulance inspection forms in file current?

☒ Yes ☐ No

(6) Armored Vehicles

(a) Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area?

☒ Yes ☐ No

(b) What impact on the Area workload do these inspections have? Inspections have not had a significant impact on workload.

(7) Authorized Emergency Vehicles (AEV)

(a) Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area?

☐ Yes ☒ No

**10. CALIFORNIA RESIDENT FOREIGN REGISTRATION (CRFR) PROGRAM**

EVALUATED  
X

ACTION REQUIRED

CORRECTED

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**SPECIAL FUNCTIONS**  
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a. If the Department currently has an active CRFR program, does the Area have an officer assigned to investigate attempts by California residents to avoid payment of licensing and registration fees due in California? ☐ Yes ☒ No

(1) Who supervises the officer?

(2) Is sufficient time allocated for this program? ☐ Yes ☐ No

(3) Does the officer have a job description? ☐ Yes ☐ No

(a) Is it accurate? ☐ Yes ☐ No

b. Does the Area program follow the guidelines in the Registration Enforcement Manual, HPM 82.5, Chapter 3? ☒ Yes ☐ No

c. Are suspected violations documented on Registration 69 forms locally processed, or sent to the DMV Registration Compliance Unit? ☒ Yes ☐ No

(1) If locally processed, are CHP 215s, Notice to Appear, issued when it is established that California registration is due? ☐ Yes ☐ No

d. Is the CRFR officer aware that the rules of evidence pertaining to search and seizure apply to violations of this type? ☐ Yes ☐ No

e. Does the Area report significant statistics to Division by comm-net by the 10th of each month? ☐ Yes ☐ No

f. Does the degree of compliance gained or the actual revenue collected as a result of the program justify its continuance? ☐ Yes ☐ No

**11. GENERAL SUPPORT**

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Is an officer assigned to general support including violation clearance and counter officer? ☒ Yes ☐ No

b. What additional duties does he/she perform? Answers incoming telephone calls, participates in the CHP recruitment program by interviewing perspective applicants, assists A/I Follow-up Officer and PAO as requested, vacation relief for the Court Officer, contributes to security of the office by screening persons who are permitted inside the front counter, other duties as may be required as an Officer, CHP.

c. Is there a job description? ☒ Yes ☐ No

(1) Is it accurate? ☒ Yes ☐ No

(2) When was it last revised? 05/14/08

d. How much time is allocated to this position? Full time position.

e. With minimal instruction, could this position be handled by limited duty personnel? ☒ Yes ☐ No

**12. AREA TRAINING OFFICER**

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Does the Area have an officer assigned as the Area training officer? ☒ Yes ☐ No

b. How much time is allocated to this position? Full time position.

c. Who supervises the officer? Sergeant Logan, #12958

d. Does the officer have a job description? ☒ Yes ☐ No

(1) When was it last revised? 05/14/08

e. Does the officer command the respect of his/her peers? ☒ Yes ☐ No

f. Does the officer have the support of the supervisors? ☒ Yes ☐ No

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**AREA MANAGEMENT EVALUATION**  
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g. What training has been provided to the officer? Area training for the position, CPR Instructor training. The Area Training Officer is currently scheduled for training as a weapons/range officer.

h. Has he/she been trained as a Department instructor? ☐ Yes ☒ No

i. Is the officer certified as an officer safety training instructor? ☐ Yes ☒ No

j. Has he/she attended the Department's weapons/range officer training? ☐ Yes ☒ No

k. Is the officer qualified to train employees to use tactical rifles? ☐ Yes ☒ No

l. Is the officer a CPR instructor? ☒ Yes ☐ No

m. What role does the officer have in developing and/or presenting Area training programs? The Area Training Officer coordinates and establishes a local agenda on Area training days and ensures a program that meets POST and Departmental training requirements. The Area Training Officer also maintains Area records for all training received by Area Officers.

n. Does the officer keep Area informed of officers deficient in training or those who have superior performance? ☒ Yes ☐ No

o. Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents? ☐ Yes ☒ No

p. Does the officer assist in reviewing injuries to personnel resulting from arrest situations? ☐ Yes ☒ No

q. Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS? ☒ Yes ☐ No

r. Is the officer responsible for performing range maintenance? ☐ Yes ☒ No

s. What other duties or assignments does the training officer have? The Training Officer also assists the General Support and A/I Review Officers. Other duties include Area overtime coordinator for special projects and the Administrative Officer in charge of equipment dispersal, records and repair.

**13. LIMITED DUTY**

EVALUATED  
X

ACTION REQUIRED

CORRECTED

a. Does the Area currently have limited duty personnel assigned? ☒ Yes ☐ No

(1) What are their classifications, and what duties are they assigned? Currently, two limited duty personnel are assigned at Area.

Both positions are classified as "Officer, CHP". One officer assists the General Support Officer and the other assists the Evidence Officer. Both officers also assist the clerical staff when needed.

b. Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment? ☒ Yes ☐ No

(1) Could they be used more efficiently? ☐ Yes ☒ No

c. If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol? ☐ Yes ☒ No

d. Are any current assignments in excess of six months? ☐ Yes ☒ No

e. Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases? ☒ Yes ☐ No

**AREA MANAGEMENT EVALUATION****SPECIAL FUNCTIONS**

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f. Are limited duty personnel having public contact appropriately attired?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>14. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS</b>	EVALUATED X	ACTION REQUIRED	CORRECTED		
a. Does the Area have personnel assigned to special projects or tactical operations?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the position full time or on an on-call basis?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. If full time, is the assignment for a specified number of weeks or months?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What are the duties/responsibilities of the officer? Road Racing Task Force officers are responsible for vehicle code violations with an emphasis on street racing and equipment violations. Each officer must complete a specialized training class before becoming a team member. The Gang Suppression Task Force works closely with allied agencies in a cooperative effort to combat gang activity. Officers of the gang unit must have a strong working knowledge of the California Penal Code and local ordinance violations.					
e. Who supervises the officer? Sergeant T. Mitchell, #8360, (Street Racing Task Force), Sergeant J. Lee, #9416, (Gang Suppression)					
f. How does he/she account for his/her time? CHP 415 Daily Log while on assignment with the special detail.					
g. What is the selection criteria for the assignment? Expressed interest in the program(s), any special qualifications, interview process.					
h. Has the Area member contributed to the success or mission of the team or task force?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
i. Where coordination is appropriate with the Division Investigative Services Unit, is there ongoing discussion regarding activities?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
j. Is there a Memorandum of Understanding (MOU) on file?				<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
k. Is the special assignment on a reimbursable contract?				<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) If so, is the contract being followed?				<input type="checkbox"/> Yes	<input type="checkbox"/> No

# AREA MANAGEMENT EVALUATION SUPPLEMENT

CHP 454 (Rev. 5-06) OPI 009

SUBJECT: Chapter 15 Inspection : Special Functions

DATE: 09/23/2008

SECTIONS	COMMENTS
1. d. (3)	Special duty officers meet with their supervisor for a morning briefing to discuss time management and completion of workload to meet deadlines as set by the Area Commander. Any special activity or potential problems are related to the supervisor, who may pass relevant information on to the Commander. The morning briefing, as instituted by the Special Duty Supervisor, Sergeant Logan, #12958, was viewed as an excellent tool to schedule and manage time used by the special duty officers.
2.	The Area Vehicle Theft program is maintained with the assistance of a Division Vehicle Theft unit. Central Division provides personnel for the Kern County Auto Theft Task Force (Kern CATT). Requests for the assistance of the CATT vehicle theft unit may be made through any supervisor. Division vehicle theft coordinators maintain an open line of communications with Area and encourage pro-active enforcement of auto theft violations during local training days and random contact with Area personnel.
4.b.(d)	An approved stops list is not maintained as all school bus stops located in the Area meet the criteria as established under 13 CCR 1238(c).
4.h.(1), 4.h.(2)	Refer to note on 4.b.(d) above.
5.a.(2)	Officer Mike Reed, #12983.
5.h.(2)(a)	(1) key assigned to the Evidence Officer, (1) key assigned to the Commander.
5.h.(5)(a)	Evidence may be left in an evidence locker over the weekend when the Evidence Officer is on his regularly schedule day off. Evidence is promptly entered into the property room upon his return.
7.d.(3)	Checks/maintains booking log, assures that complaints are proper and that required reports are complete and expedites them to the appropriate court or department for filing, immediately forwards reports on in-custody juveniles to Juvenile Probation, coordinates complaints with allied agencies, liaison with allied agencies, reviews felony and misdemeanor reports and submits them to the DA's Office, liaison with the DA's Office and assists the DA when necessary in the proper presentation of court cases, initiates small claims and court action against persons failing to satisfy claims which are due the State of California, periodic court appearances to observe officer's court testimony, provides relief and assistance to the General Support Officer, other duties that may be required as Officer, CHP.
7.h.	CHP 735's are an assigned duty of the Evidence Officer.
9.a.(4)(h)(4)	Annual Inspections are conducted during the 2nd week of November.



## CHP 454 (Rev. 5-06) OPI 009

DATE: 09/23/2008

[illegible]

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**SPECIAL FUNCTIONS**  
CHP 453Q (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Buttonwillow	Central	462
EVALUATED BY		DATE
Sergeant Vander Mel		12/12/2008

**INSTRUCTIONS:** Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW 	DATE 1-9-09
BY		EVALUATED	ACTION REQUIRED

1. GENERAL	Sergeant Vander Mel	CORRECTED
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a. Are special duty assignments minimized? ☒ Yes    ☐ No

(1) Is maximum efficiency attained? ☒ Yes    ☐ No

(2) Are there any special duty functions which could be performed by a beat officer or other support personnel? ☒ Yes    ☐ No

b. Are assigned duties consistent with the job description? ☒ Yes    ☐ No

(1) Could duties be combined with another special duty assignment for efficiency? ☐ Yes    ☒ No

(2) Which special duty officers (positions) were interviewed? Officers Arrington and Olson

c. How are individuals for special duty assignments selected? The positions are advertised on a briefing item directing personnel to submit a memorandum of interest. The person selected is the best person for the job. If more than one good candidate exists then seniority has an impact; as does bilingual skills if the position has public contact.

(1) Are special duty opportunities open to all officers? ☒ Yes    ☐ No

(2) Does selection contribute to attainment of affirmative action goals? ☒ Yes    ☐ No

d. Can the special duty supervisor describe the duties and workload of the special duty personnel? ☒ Yes    ☐ No

(1) Upon what criteria are special duty personnel evaluated? Job performance and HPM 10.10.

(2) Are special duty officers held accountable for their time and performance? ☒ Yes    ☐ No

(3) How is the special duty officer's time planned? Are weekly itineraries provided to the supervisor? ☐ Yes    ☒ No

e. Do the commander and management team have an active interest in special duty programs? ☒ Yes    ☐ No

(1) Is time taken by the commander to discuss activities and potential problems? ☒ Yes    ☐ No

2. VEHICLE THEFT	EVALUATED	ACTION REQUIRED	CORRECTED
	Sergeant Vander Mel		

a. What is the scope of the Area's Vehicle Theft Program? The Kern County task force handles the Buttonwillow Area auto theft program.

b. Are there open lines of communication with the Division vehicle theft coordinator? ☒ Yes    ☐ No

(1) Is the commander aware of how to obtain assistance from the Division or Headquarters coordinators? ☒ Yes    ☐ No

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**AREA MANAGEMENT EVALUATION**  
**SPECIAL FUNCTIONS**  
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(2) Who is authorized to request assistance from vehicle theft coordinators? Sergeants

c. Is the program effective?

☒ Yes ☐ No

(1) Vehicle theft recovery goals established?

☐ Yes ☒ No

(2) Goals attained?

☐ Yes ☒ No

(3) How does the current number of stolen and recovered vehicles compare to prior time periods? Statistics and goals have not been set in the past. The Buttonwillow Area's clientele is primarily transient traffic on Interstate 5.

(4) Are work hours dedicated to the program appropriate?

☒ Yes ☐ No

(5) Do beat officers and supervisors have an interest in the program?

☒ Yes ☐ No

d. Is the program supported by district/city attorneys and the courts?

☒ Yes ☐ No

(1) Has the program been discussed with them?

☒ Yes ☐ No

(2) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges? The Kern County Task Force works closely with the District Attorney's office.

e. Do the commander and management team take a personal interest in the program?

☒ Yes ☐ No

(1) What guidance and direction is provided? When an arrest is made or a stolen report is taken, the court officer reviews it for follow up information. If the involved officer can continue to investigate the case he/she is given direction on how to proceed. If Area personnel come to a point where they have exhausted all leads, the information is forwarded to the task force.

f. Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area?

☒ Yes ☐ No

(1) Do they have an idea of the number of thefts and recoveries in the Area?

☐ Yes ☒ No

(2) Are they knowledgeable of the Department's Vehicle Theft Program?

☒ Yes ☐ No

(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques?

☒ Yes ☐ No

(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?

☒ Yes ☐ No

(5) Do they give guidance and direction?

☒ Yes ☐ No

(6) Do they demonstrate an interest in the program?

☒ Yes ☐ No

(7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?

☒ Yes ☐ No

g. Is vehicle theft education/training provided by Area?

☒ Yes ☐ No

(1) Are training aids used?

☒ Yes ☐ No

(2) Are division vehicle theft coordinators/investigators made available for training?

☒ Yes ☐ No

(3) Vehicle theft prevention discussed at briefings?

☒ Yes ☐ No

(4) How is information on unique problems and circumstances disseminated to beat officers? Briefing items

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**SPECIAL FUNCTIONS**  
CHP 453Q (Rev. 6-06) OPI 009

(5) Are officers and supervisors proficient in locating and decoding VINs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Have any Area officers earned the Department's 10851 Award?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have any officers qualified for the Master 10851 Award?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) How are awards presented? By the commander at training days.		
(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>3. VEHICLE IDENTIFICATION NUMBER PROGRAM</b>	<b>EVALUATED</b> Sergeant Vander Mel	<b>ACTION REQUIRED</b>
		<b>CORRECTED</b>
a. Is the VIN program understood by beat officers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Who is the assigned VIN officer?		
(1) How was he/she trained? Area has not had a VIN program because the Bakersfield Area has always handled this workload. Recently the Bakersfield Area has requested Buttonwillow to implement a program. Area has ordered replacement VIN numbers and all are present as recorded on the CHP 266, Credit Memorandum. Area is seeking training for their future VIN officer.		
(a) Is training adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the VIN officer proficient?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the alternate VIN officer?		
(4) Are VIN inspections conducted in a secure setting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is Field Support Section used as a resource?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. What kind of system is in place to control the VIN officer's workload?		
(1) Are VIN assignments/verifications done on an appointment basis?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is there an excessive backlog?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is the vehicle owner's convenience a consideration?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are field officers and employees having public contact aware of the system used by the VIN officer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are associated documents processed promptly and submitted on time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is there proper security for replacement VIN plates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are inventory controls adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are entries legible?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do records match inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are required reports accurate and submitted properly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Does the VIN officer use relevant information available from allied agencies, DMV and NICB?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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- f. Does VIN officer belong to any professional organizations for exchange of information, such as memberships in any type of various vehicle theft investigator's associations?

☐ Yes ☐ No

**4. SCHOOL PUPIL AND FARM LABOR (SP&FL)  
TRANSPORTATION SAFETY**

EVALUATED

Sergeant Vander Mel

ACTION REQUIRED

CORRECTED

- a. Is the Area commander and management team aware of all aspects of the SP&FL Transportation Safety Program conducted in the Area?

☒ Yes ☐ No

- b. Does the Area have either a uniformed SP&FL Transportation Officer or a nonuniformed School Bus Officer/Coordinator?

☒ Yes ☐ No

- (1) Are Area files maintained as required by HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual?

☒ Yes ☐ No

- (a) Driver records, CHP 295, State Department of Education T-01, criminal record information, etc.?

☒ Yes ☐ No

- (b) CHP 100E, Monthly Activity Report?

☒ Yes ☐ No

- (c) School Bus Traffic Collision Reports and DMV printout H-6?

☒ Yes ☐ No

- (d) Approved stops list? *THERE ARE NO STOPS IN AREA THAT MEET THE CRITERIA.*

☐ Yes ☒ No

- (2) Is the School Pupil Transportation Safety Officer/Coordinator proficient in performing assigned duties?

☒ Yes ☐ No

- (a) Are duties performed in conformance with HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual?

☒ Yes ☐ No

- (3) Who is the alternate School Pupil Transportation Safety Officer/Coordinator? An alternate is not necessary.

- (4) Are CHP 100Es, Monthly Activity Report, submitted in a timely manner?

☒ Yes ☐ No

- (5) Is program time properly justified?

☒ Yes ☐ No

- (a) How much time is allotted? The amount of time varies but time is sufficient to complete related duties.

- (b) Is time sufficient to meet departmental objectives?

☒ Yes ☐ No

- (c) Is the time expended within the Area's allotment?

☒ Yes ☐ No

- c. Is responsibility for supervision of the School Pupil Transportation Safety Program assigned to a specific supervisor?

☒ Yes ☐ No

- (1) Does the supervisor have adequate knowledge of the functions of the Area program?

☒ Yes ☐ No

- (2) Does the supervisor have a copy of HPM 82.4, School Pupil and Farm Labor Transportation Safety manual?

☒ Yes ☐ No

- (3) Is he/she aware of the officer/coordinator's workload?

☒ Yes ☐ No

- (4) Does the supervisor review CHP 100Es, Monthly Activity Report, submitted by the officer/coordinator?

☒ Yes ☐ No

- d. What training has the School Pupil Safety Transportation Safety Officer/Coordinator had? *The Department training at the academy. Attended In-Service Training classes? Have a thorough, practical knowledge of:*

- (1) Departmental policy relating to the School Pupil Safety Transportation Safety Program?

☒ Yes ☐ No

- (2) School bus driver certification?

☒ Yes ☐ No

- (3) School bus accident investigation?

☒ Yes ☐ No

- (4) School bus reinspection?

☒ Yes ☐ No

- (5) School bus routes and stops?

☒ Yes ☐ No

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e. Does the officer/coordinator coordinate activities and information with adjacent Areas?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Is he/she aware of the technical assistance available from Commercial Vehicle Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is there a sound procedure for scheduling and administering written tests?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are certain days selected for testing so that a maximum number of applicants can be tested at one time?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Who administers the test? (Officer Olson)		
(3) Is a proctor present?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Adequate supply of the five variations of both the driver and first aid tests on hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Who reviews the tests with the applicants? (Officer Olson)		
(6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Are driving errors discussed with the applicant?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is the school bus transportation supervisor advised of any additional training needs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Does the School Pupil Safety Transportation Officer conduct on-scene investigations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are follow-up investigations conducted when appropriate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are appropriate special coding made on all school bus investigations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Are hazardous routes or stops reported in writing to the governing board of the school district?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) How many approved stops exist in the Area? No stops in the Area meet the criteria to be on the approved stops list.		
i. Do field officers take appropriate enforcement and follow-up action for observed school pupil safety related violations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5. EVIDENCE/PROPERTY CONTROL	EVALUATED	ACTION REQUIRED
a. Has the Area commander demonstrated an interest in the proper control of evidence and property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who has been assigned by the commander as the evidence/property officer?		
(2) Has an alternate for this position been assigned?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the evidence/property supervisor?		
b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evidence Manual?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the supervisor fully understand his/her responsibilities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inventories?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has a system been implemented which will ensure maintenance of the chain of possession for evidence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the system adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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(3) Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are entered items canceled when the property is no longer in CHP possession?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Have procedures been examined for retaining and disposing of:		
(1) Evidence.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Property.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Weapons.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Controlled substances.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Alcoholic beverages.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) License plates.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Money.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Has unclaimed property of value been picked up by the Department of General Services, Material Services Section, for storage and disposal after it has been held for 30 days?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Has the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is the system adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a suspense system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are all items properly identified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are accurate records kept on weapons and controlled substances which have been disposed of?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do Area records compare accurately with court records?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are periodic audits completed to ensure integrity of the property system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has a semiannual audit of the property system been conducted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Have more frequent audits been conducted in identified problem areas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Have inventories been conducted periodically to ensure integrity of the system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Is security adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a security log maintained in the property room?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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(2) How many sets of keys are there to the evidence/property room and the temporary evidence storage lockers?

(a) Is the distribution of the keys according to policy?

☐ Yes ☐ No

(3) Is the evidence/property officer other than the court officer?

☐ Yes ☐ No

(a) Is the evidence/property officer other than a field officer or an officer involved in collecting evidence?

☐ Yes ☐ No

(4) Is the property room accessible by repair/maintenance personnel?

☐ Yes ☐ No

(a) Is the room accessible by repair/maintenance personnel?

☐ Yes ☐ No

(b) Is there a false ceiling?

☐ Yes ☐ No

(c) Are door hinges on the inside of the room?

☐ Yes ☐ No

(d) Are any items which require access by other than the evidence/property officer stored in the room?

☐ Yes ☐ No

(e) Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual?

☐ Yes ☐ No

(If not, have steps been initiated to correct the problem?)

☐ Yes ☐ No

(5) Are pass-through type temporary storage lockers secured from the inside to prevent entry?

☐ Yes ☐ No

(a) Is evidence left in these lockers for no more than one day?

☐ Yes ☐ No

(6) Is Area knowledgeable of investigatory requirements in the event of any instance of suspected tampering with packages containing controlled substances?

☐ Yes ☐ No

(a) Have any internal investigations been initiated by Area for any such incidents?

☐ Yes ☐ No

**6. COLLISION INVESTIGATION FOLLOW-UP**

EVALUATED

Sergeant Vander Mel

ACTION REQUIRED

CORRECTED

a. Does the Area have an AI officer?

☒ Yes ☐ No

b. Who is responsible for supervising the officer? Lieutenant Green

c. How much time is allocated to the position? The amount of time varies but it is sufficient.

(1) Is time allocated sufficient?

☒ Yes ☐ No

d. Does the collision investigation follow-up officer have a job description?

☒ Yes ☐ No

(1) Is it current?

☒ Yes ☐ No

(2) What are the officer's duties? Track and review all submitted reports, maintains AIS, completes follow up on hit and run collisions and conducts follow up for other Areas and agencies.

e. Does the officer understand special reporting requirements?

☒ Yes ☐ No

f. Does the officer have training or special qualifications that complement the position?

☒ Yes ☐ No

g. Is the officer available to respond to accidents to provide technical assistance?

☒ Yes ☐ No

h. Does the officer identify training needs and discuss them with his/her supervisor?

☒ Yes ☐ No

i. Does the officer prepare charts, graphs, or statistics that identify problem locations for deployment purposes?

☐ Yes ☒ No

j. Does the officer have other duties, if so, what are they?

☒ Yes ☐ No

Tow Officer, School Pupil/Farm Labor, Evidence Officer, Overtime Coordinator and the Chief's Challenge



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7. COURT LIAISON OFFICER	EVALUATED Sergeant Vander Mel	ACTION REQUIRED	CORRECTED
a. Does the Area have an officer assigned court liaison duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Who supervises the officer? Lieutenant Green			
c. How much time is allocated to the position? The amount of time varies and is sufficient.			
d. Does the officer have a job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is it accurate?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) When was it last revised? Area's SOP which includes Special Duty officers' job description is currently under complete revision.			
(3) What are the officer's duties? Maintains the booking log, forwards reports to appropriate courts, and maintains working relationships with allied agencies.			
e. Does he/she have responsibilities for prisoner arraignment?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
f. Does the officer command respect of his/her peer group?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
g. Is the court officer involved in the DUI Cost Recovery Program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
h. Does the officer initiate a CHP 735, Incident Response Reimbursement Statement?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Does the officer(s)' times on the CHP 735 correspond to the times indicated on his/her CHP 415, Daily Field Record?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the officer(s) maintain a log?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Does the officer(s) forward the form to Fiscal Management Section after disposition?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
i. How many courts are within the Area's jurisdiction? Two			
j. Does the officer deal with more than one district attorney's (DA) office?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
k. Does the officer have other duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If so, what are the other duties? Public Affairs, oversees CHP 281s, Evidence Officer, Asset Forfeiture Coordinator.			

8. ASSET FORFEITURE (AF) OFFICER	EVALUATED	ACTION REQUIRED	CORRECTED
a. Does the Area have an officer assigned as AF coordinator? <b>** AREA HAS NO PENDING</b>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Does the officer have current job description? <b>AF CASES AND HAS NOT HAD</b>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Is he/she familiar with HPM 81.5, Drug Programs Manual? <b>IN THE TWO YEARS THE</b>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Is Area coordinator logging AF cases separate from evidence? <b>CURRENT COORDINATOR</b>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Is there a process in place to ensure proper disposition of AF items? <b>HAS BEEN IN THIS</b>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. Does Area's log agree with the Field Services Section (FSS) and Division log? <b>POSITION **</b>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If not, why not?			
g. Is the disposition of cases supported by documentation such as arrest reports, court order, and AF distribution memorandum?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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- h. Has the Area seized any vehicles under AF? ☐ Yes ☒ No
- (1) If so, does the AF coordinator know where the vehicles are located and their current disposition? ☐ Yes ☐ No
- i. Is the Franchise Tax Board notified of all seizures valued at \$5,000 or more? ☐ Yes ☐ No
- j. Does the AF coordinator complete a mis-screen 50? ☐ Yes ☐ No
- k. Does Area notify Division of all vehicle/boat/plane seizures? ☐ Yes ☐ No
- l. Is Fleet Operations Section notified? ☐ Yes ☐ No
- m. Are all vehicles stored safely and properly protected from inclement weather? ☐ Yes ☐ No
- n. Are large sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local bank for safekeeping? ☐ Yes ☐ No
- o. Are large sums of cash deposited in a departmental interest-bearing bank account designated for AF? ☐ Yes ☐ No
- p. What is the procedure in handling monetary AF awards (checks from the DA)? The check would be forwarded to Fiscal Management.
- q. Is the check remitted to the Area's cashier for transmittal to Fiscal Management Section with proper notifications to FSS and the Division AF coordinator? ☒ Yes ☐ No

**9. SPECIALIZED VEHICLES**

EVALUATED	ACTION REQUIRED	CORRECTED
Sergeant Vander Mel		

a. Operation and Inspection

- (1) Is there an officer assigned to oversee the operation of specialized vehicles within the Area? ☒ Yes ☐ No
- (a) Who supervises the officer(s)? Lieutenant Green
- (b) How much time is allocated? The time needed for this function varies, but there is time to perform necessary duties.
- (2) Does the officer have a job description? ☒ Yes ☐ No
- (a) Is it accurate? ☒ Yes ☐ No
- (b) When was it last revised? Job descriptions are currently under complete revision.
- (3) Do officers understand policy concerning permits, licensing, inspections, and regulations pertaining to specialized vehicles? ☒ Yes ☐ No
- (4) Tow Trucks
- (a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks? ☒ Yes ☐ No
- (b) Do files contain current contracts and inspection forms? ☒ Yes ☐ No
- (c) Are there any recent complaints? ☒ Yes ☐ No
- (d) Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative Supplement? *BUTON WILLARD USES AN AREA GENERATED FORM.* ☐ Yes ☒ No
- (e) Who is responsible for inspections? Officer Olson
- (f) Does an officer occasionally conduct a random inspection to ensure the integrity of the inspection process? ☐ Yes ☒ No
- (g) Is there evidence that discrepancies are promptly corrected? ☒ Yes ☐ No

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(h) Who conducts annual tow meetings? Officer Olson

1 Does the commander attend?

☐ Yes ☒ No

2 Is an agenda prepared?

☐ Yes ☒ No

3 Are minutes prepared and circulated for review?

☐ Yes ☒ No

4 When was the last annual meeting? June of 2008

(i) Are rotation and sector assignment procedures clearly established?

☒ Yes ☐ No

(j) How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list? Through briefing items and training day if the suspension occurs near the date of training. Dispatch is also notified.

(k) Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators?

☒ Yes ☐ No

(5) Ambulances

(a) Who is responsible for overseeing the operation of ambulances within the Area? There are no ambulance companies within the Buttonwillow Area's jurisdiction.

(b) Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2?

N/A

☐ Yes ☐ No

(c) Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13, California Code of Regulations?

☐ Yes ☐ No

(d) Are complaints received at Area investigated and documented?

☐ Yes ☐ No

(e) If ambulances are removed from service, is there any branch of county government that requests notification?

☐ Yes ☐ No

1 If so, how is this done?

(f) Are ambulance inspection forms in file current?

☐ Yes ☐ No

(6) Armored Vehicles

(a) Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area?

☐ Yes ☐ No

(b) What impact on the Area workload do these inspections have?

(7) Authorized Emergency Vehicles (AEV)

(a) Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area?

☐ Yes ☐ No

10. CALIFORNIA RESIDENT FOREIGN REGISTRATION (CRFR) PROGRAM

EVALUATED  
Sergeant Vander Mel

ACTION REQUIRED

CORRECTED

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- a. If the Department currently has an active CRFR program, does the Area have an officer assigned to investigate attempts by California residents to avoid payment of licensing and registration fees due in California? ☐ Yes ☐ No

(1) Who supervises the officer? **\*\* AREA DOES NOT HAVE A PROGRAM. CHP 367s ARE**

(2) Is sufficient time allocated for this program? **COMPLETED AND SENT TO DIVISION.** ☐ Yes ☐ No

(3) Does the officer have a job description? **IF REQUESTED, AREA PERFORMS** ☐ Yes ☐ No

(a) Is it accurate? **FOLLOW UP AS DIRECTED BY DIVISION \*\*** ☐ Yes ☐ No

b. Does the Area program follow the guidelines in the Registration Enforcement Manual, HPM 82.5, Chapter 3? ☐ Yes ☐ No

c. Are suspected violations documented on Registration-69 forms locally processed, or sent to the DMV Registration Compliance Unit? **CHP 367** ☐ Yes ☐ No

(1) If locally processed, are CHP 215s, Notice to Appear, issued when it is established that California registration is due? ☐ Yes ☐ No

d. Is the CRFR officer aware that the rules of evidence pertaining to search and seizure apply to violations of this type? ☐ Yes ☐ No

e. Does the Area report significant statistics to Division by comm-net by the 10th of each month? ☐ Yes ☐ No

f. Does the degree of compliance gained or the actual revenue collected as a result of the program justify its continuance? ☐ Yes ☐ No

**11. GENERAL SUPPORT**

EVALUATED

ACTION REQUIRED

CORRECTED

a. Is an officer assigned to general support including violation clearance and counter officer? ☒ Yes ☐ No

b. What additional duties does he/she perform? The general support position is shared by both special duty officers. Because of the Buttonwillow Area office location, they experience very little foot traffic. The duties for this position is primarily signing citations off when needed.

c. Is there a job description? **N/A** ☐ Yes ☐ No

(1) Is it accurate? ☐ Yes ☐ No

(2) When was it last revised?

d. How much time is allocated to this position?

e. With minimal instruction, could this position be handled by limited duty personnel? ☐ Yes ☐ No

**12. AREA TRAINING OFFICER**

EVALUATED

ACTION REQUIRED

CORRECTED

a. Does the Area have an officer assigned as the Area training officer? ☒ Yes ☐ No

b. How much time is allocated to this position? Sufficient time is available to accomplish all related duties.

c. Who supervises the officer? Sergeant Peters

d. Does the officer have a job description? ☒ Yes ☐ No

(1) When was it last revised?

e. Does the officer command the respect of his/her peers? ☒ Yes ☐ No

f. Does the officer have the support of the supervisors? ☒ Yes ☐ No

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g. What training has been provided to the officer? None. Any topics that require specific training or certification are performed by various road patrol officers.

h. Has he/she been trained as a Department instructor?

☐ Yes ☒ No

i. Is the officer certified as an officer safety training instructor?

☐ Yes ☒ No

j. Has he/she attended the Department's weapons/range officer training?

☐ Yes ☒ No

k. Is the officer qualified to train employees to use tactical rifles?

☐ Yes ☒ No

l. Is the officer a CPR instructor?

☐ Yes ☒ No

m. What role does the officer have in developing and/or presenting Area training programs? The training officer ensures all required training is accomplished and when necessary coordinates additional training for Area specific issues.

n. Does the officer keep Area informed of officers deficient in training or those who have superior performance?

☒ Yes ☐ No

o. Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents?

☐ Yes ☒ No

p. Does the officer assist in reviewing injuries to personnel resulting from arrest situations?

☐ Yes ☒ No

q. Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS?

☒ Yes ☐ No

r. Is the officer responsible for performing range maintenance?

☐ Yes ☒ No

s. What other duties or assignments does the training officer have? Court Officer, oversees CHP 281s, Asset Forfeiture Coordinator.

## 13. LIMITED DUTY

EVALUATED

Sergeant Vander Mel

ACTION REQUIRED

CORRECTED

a. Does the Area currently have limited duty personnel assigned?

☒ Yes ☐ No

(1) What are their classifications, and what duties are they assigned? The officer currently on limited duty helps with front counter duties, scheduling, conducting audits, helping with clerical work, etc.

b. Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment?

☒ Yes ☐ No

(1) Could they be used more efficiently?

☐ Yes ☒ No

c. If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol?

☐ Yes ☒ No

d. Are any current assignments in excess of six months?

☒ Yes ☐ No

e. Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases?

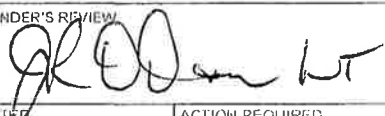
☒ Yes ☐ No

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f. Are limited duty personnel having public contact appropriately attired?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>14. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS</b>	<b>EVALUATED</b>	<b>ACTION REQUIRED</b>	<b>CORRECTED</b>
a. Does the Area have personnel assigned to special projects or tactical operations?	N		<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Is the position full time or on an on-call basis?	A		<input type="checkbox"/> Yes <input type="checkbox"/> No
c. If full time, is the assignment for a specified number of weeks or months?			<input type="checkbox"/> Yes <input type="checkbox"/> No
d. What are the duties/responsibilities of the officer?			
e. Who supervises the officer?			
f. How does he/she account for his/her time?			
g. What is the selection criteria for the assignment?			
h. Has the Area member contributed to the success or mission of the team or task force?			<input type="checkbox"/> Yes <input type="checkbox"/> No
i. Where coordination is appropriate with the Division Investigative Services Unit, is there ongoing discussion regarding activities?			<input type="checkbox"/> Yes <input type="checkbox"/> No
j. Is there a Memorandum of Understanding (MOU) on file?			<input type="checkbox"/> Yes <input type="checkbox"/> No
k. Is the special assignment on a reimbursable contract?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) If so, is the contract being followed?			<input type="checkbox"/> Yes <input type="checkbox"/> No

AREA Fort Tejon	DIVISION Central	NUMBER
EVALUATED BY Sergeant Vander Mel		DATE 10/30/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW 	
BY _____		DATE 12-4-08	
1. GENERAL		EVALUATED 10/30/2008	ACTION REQUIRED

- |   |   |
|---|---|
| a. Are special duty assignments minimized?  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Is maximum efficiency attained?   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) Are there any special duty functions which could be performed by a beat officer or other support personnel? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| b. Are assigned duties consistent with the job description?   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Could duties be combined with another special duty assignment for efficiency?                               | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| (2) Which special duty officers (positions) were interviewed? Officers Etchebarne, Ehly, Soliz                  |   |

- |   |   |
|---|---|
| c. How are individuals for special duty assignments selected? A briefing item is posted looking for interested personnel and memorandums of interest are submitted. Interested officers are interviewed and are selected based on training, experience and seniority. |   |
| (1) Are special duty opportunities open to all officers?  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) Does selection contribute to attainment of affirmative action goals?  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| d. Can the special duty supervisor describe the duties and workload of the special duty personnel?  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Upon what criteria are special duty personnel evaluated? The primary concern is whether or not they keep up with their workload   |   |
| (2) Are special duty officers held accountable for their time and performance?  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (3) How is the special duty officer's time planned? Are weekly itineraries provided to the supervisor?  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| e. Do the commander and management team have an active interest in special duty programs?   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Is time taken by the commander to discuss activities and potential problems?  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

2. VEHICLE THEFT	EVALUATED 10/30/2008	ACTION REQUIRED	CORRECTED
a. What is the scope of the Area's Vehicle Theft Program? The southern Kern County Task Force takes place of a formal Area program			
b. Are there open lines of communication with the Division vehicle theft coordinator?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(1) Is the commander aware of how to obtain assistance from the Division or Headquarters coordinators?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

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(2) Who is authorized to request assistance from vehicle theft coordinators? Sergeants and the Commander

c. Is the program effective?

☐ Yes ☒ No

(1) Vehicle theft recovery goals established?

☐ Yes ☒ No

(2) Goals attained?

☐ Yes ☒ No

(3) How does the current number of stolen and recovered vehicles compare to prior time periods? The communities within Area's responsibility do not have a theft problem. The majority of recoveries are transient traffic passing through Area.

(4) Are work hours dedicated to the program appropriate?

N/A

☐ Yes ☐ No

(5) Do beat officers and supervisors have an interest in the program?

☒ Yes ☐ No

d. Is the program supported by district/city attorneys and the courts?

☒ Yes ☐ No

(1) Has the program been discussed with them?

☒ Yes ☐ No

(2) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges? Any steps taken would have been done by the task force.

e. Do the commander and management team take a personal interest in the program?

☒ Yes ☐ No

(1) What guidance and direction is provided? When officers need guidance involving an investigation sergeants provide any necessary direction or resources.

f. Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area?

☒ Yes ☐ No

(1) Do they have an idea of the number of thefts and recoveries in the Area?

☒ Yes ☐ No

(2) Are they knowledgeable of the Department's Vehicle Theft Program?

☒ Yes ☐ No

(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques?

☒ Yes ☐ No

(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?

☒ Yes ☐ No

(5) Do they give guidance and direction?

☒ Yes ☐ No

(6) Do they demonstrate an interest in the program?

☒ Yes ☐ No

(7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?

☒ Yes ☐ No

g. Is vehicle theft education/training provided by Area?

☒ Yes ☐ No

(1) Are training aids used?

☒ Yes ☐ No

(2) Are division vehicle theft coordinators/investigators made available for training?

☒ Yes ☐ No

(3) Vehicle theft prevention discussed at briefings?

☒ Yes ☐ No

(4) How is information on unique problems and circumstances disseminated to beat officers? Briefing items



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(5) Are officers and supervisors proficient in locating and decoding VINs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Have any Area officers earned the Department's 10851 Award?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have any officers qualified for the Master 10851 Award?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) How are awards presented? Training days		
(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>3. VEHICLE IDENTIFICATION NUMBER PROGRAM</b>	<b>EVALUATED</b> 10/30/2008	<b>ACTION REQUIRED</b>
a. Is the VIN program understood by beat officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Who is the assigned VIN officer? Mark Ehly		
(1) How was he/she trained? Basic VIN class and advanced class from the Department.		
(a) Is training adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the VIN officer proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the alternate VIN officer? No need for one. Mark schedules appointments around times that he will be out of the office.		
(4) Are VIN inspections conducted in a secure setting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is Field Support Section used as a resource?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. What kind of system is in place to control the VIN officer's workload? Mark juggles his own workload.		
(1) Are VIN assignments/verifications done on an appointment basis?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is there an excessive backlog?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Is the vehicle owner's convenience a consideration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are field officers and employees having public contact aware of the system used by the VIN officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are associated documents processed promptly and submitted on time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is there proper security for replacement VIN plates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are inventory controls adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are entries legible?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do records match inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are required reports accurate and submitted properly?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Does the VIN officer use relevant information available from allied agencies, DMV and NICB?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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- f. Does VIN officer belong to any professional organizations for exchange of information, such as memberships in any type of various vehicle theft investigator's associations? ☐ Yes ☒ No

**4. SCHOOL PUPIL AND FARM LABOR (SP&FL) TRANSPORTATION SAFETY**

EVALUATED  
10/30/2008

ACTION REQUIRED

CORRECTED

- a. Is the Area commander and management team aware of all aspects of the SP&FL Transportation Safety Program conducted in the Area? ☒ Yes ☐ No

- b. Does the Area have either a uniformed SP&FL Transportation Officer or a nonuniformed School Bus Officer/Coordinator? ☒ Yes ☐ No

- (1) Are Area files maintained as required by HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual? ☒ Yes ☐ No

- (a) Driver records, CHP 295, State Department of Education T-01, criminal record information, etc.? ☒ Yes ☐ No

- (b) CHP 100E, Monthly Activity Report? ☒ Yes ☐ No

- (c) School Bus Traffic Collision Reports and DMV printout H-6? ☒ Yes ☐ No

- (d) Approved stops list? ☐ Yes ☒ No

- (2) Is the School Pupil Transportation Safety Officer/Coordinator proficient in performing assigned duties? ☒ Yes ☐ No

- (a) Are duties performed in conformance with HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual? ☒ Yes ☐ No

- (3) Who is the alternate School Pupil Transportation Safety Officer/Coordinator? One is not needed, Area has only 20 drivers

- (4) Are CHP 100Es, Monthly Activity Report, submitted in a timely manner? ☒ Yes ☐ No

- (5) Is program time properly justified? ☒ Yes ☐ No

- (a) How much time is allotted? Not much time is needed so there is sufficient time for the program.

- (b) Is time sufficient to meet departmental objectives? ☒ Yes ☐ No

- (c) Is the time expended within the Area's allotment? ☒ Yes ☐ No

- c. Is responsibility for supervision of the School Pupil Transportation Safety Program assigned to a specific supervisor? ☒ Yes ☐ No

- (1) Does the supervisor have adequate knowledge of the functions of the Area program? ☒ Yes ☐ No

- (2) Does the supervisor have a copy of HPM 82.4, School Pupil and Farm Labor Transportation Safety manual? ☒ Yes ☐ No

- (3) Is he/she aware of the officer/coordinator's workload? ☒ Yes ☐ No

- (4) Does the supervisor review CHP 100Es, Monthly Activity Report, submitted by the officer/coordinator? ☒ Yes ☐ No

- d. What training has the School Pupil Safety Transportation Safety Officer/Coordinator had? Has attended the Department's 40 hour class. Attended In-Service Training classes? Have a thorough, practical knowledge of: and a two day class put on by Division.

- (1) Departmental policy relating to the School Pupil Safety Transportation Safety Program? ☒ Yes ☐ No

- (2) School bus driver certification? ☒ Yes ☐ No

- (3) School bus accident investigation? ☒ Yes ☐ No

- (4) School bus reinspection? ☒ Yes ☐ No

- (5) School bus routes and stops? ☒ Yes ☐ No

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e. Does the officer/coordinator coordinate activities and information with adjacent Areas?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Is he/she aware of the technical assistance available from Commercial Vehicle Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is there a sound procedure for scheduling and administering written tests?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are certain days selected for testing so that a maximum number of applicants can be tested at one time?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Who administers the test? Officer Ehly		
(3) Is a proctor present?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Adequate supply of the five variations of both the driver and first aid tests on hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Who reviews the tests with the applicants? Officer Ehly		
(6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Are driving errors discussed with the applicant?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is the school bus transportation supervisor advised of any additional training needs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Does the School Pupil Safety Transportation Officer conduct on-scene investigations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are follow-up investigations conducted when appropriate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are appropriate special coding made on all school bus investigations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Are hazardous routes or stops reported in writing to the governing board of the school district?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) How many approved stops exist in the Area? None		
i. Do field officers take appropriate enforcement and follow-up action for observed school pupil safety related violations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>5. EVIDENCE/PROPERTY CONTROL</b>	<b>EVALUATED</b>	<b>ACTION REQUIRED</b>
a. Has the Area commander demonstrated an interest in the proper control of evidence and property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who has been assigned by the commander as the evidence/property officer?		
(2) Has an alternate for this position been assigned?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the evidence/property supervisor?		
b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evidence Manual?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the supervisor fully understand his/her responsibilities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inventories?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has a system been implemented which will ensure maintenance of the chain of possession for evidence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the system adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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(3) Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are entered items canceled when the property is no longer in CHP possession?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Have procedures been examined for retaining and disposing of:		
(1) Evidence.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Property.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Weapons.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Controlled substances.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Alcoholic beverages.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) License plates.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Money.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Has unclaimed property of value been picked up by the Department of General Services, Material Services Section, for storage and disposal after it has been held for 30 days?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Has the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is the system adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a suspense system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are all items properly identified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are accurate records kept on weapons and controlled substances which have been disposed of?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do Area records compare accurately with court records?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are periodic audits completed to ensure integrity of the property system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has a semiannual audit of the property system been conducted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Have more frequent audits been conducted in identified problem areas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Have inventories been conducted periodically to ensure integrity of the system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Is security adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a security log maintained in the property room?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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(2) How many sets of keys are there to the evidence/property room and the temporary evidence storage lockers?

(a) Is the distribution of the keys according to policy?

☐ Yes ☐ No

(3) Is the evidence/property officer other than the court officer?

☐ Yes ☐ No

(a) Is the evidence/property officer other than a field officer or an officer involved in collecting evidence?

☐ Yes ☐ No

(4) Is the property room accessible by repair/maintenance personnel?

☐ Yes ☐ No

(a) Is the room accessible by repair/maintenance personnel?

☐ Yes ☐ No

(b) Is there a false ceiling?

☐ Yes ☐ No

(c) Are door hinges on the inside of the room?

☐ Yes ☐ No

(d) Are any items which require access by other than the evidence/property officer stored in the room?

☐ Yes ☐ No

(e) Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual?

☐ Yes ☐ No

(If not, have steps been initiated to correct the problem?)

☐ Yes ☐ No

(5) Are pass-through type temporary storage lockers secured from the inside to prevent entry?

☐ Yes ☐ No

(a) Is evidence left in these lockers for no more than one day?

☐ Yes ☐ No

(6) Is Area knowledgeable of investigatory requirements in the event of any instance of suspected tampering with packages containing controlled substances?

☐ Yes ☐ No

(a) Have any internal investigations been initiated by Area for any such incidents?

☐ Yes ☐ No

**6. COLLISION INVESTIGATION FOLLOW-UP**

EVALUATED

10/30/2008

ACTION REQUIRED

CORRECTED

a. Does the Area have an AI officer?

☒ Yes ☐ No

b. Who is responsible for supervising the officer? Sergeant Rhoades

c. How much time is allocated to the position? Approximately 75%

(1) Is time allocated sufficient?

☒ Yes ☐ No

d. Does the collision investigation follow-up officer have a job description?

☒ Yes ☐ No

(1) Is it current?

☒ Yes ☐ No

(2) What are the officer's duties? Clearance Officer, Tow Officer

e. Does the officer understand special reporting requirements?

☒ Yes ☐ No

f. Does the officer have training or special qualifications that complement the position?

☒ Yes ☐ No

g. Is the officer available to respond to accidents to provide technical assistance?

☒ Yes ☐ No

h. Does the officer identify training needs and discuss them with his/her supervisor?

☒ Yes ☐ No

i. Does the officer prepare charts, graphs, or statistics that identify problem locations for deployment purposes?

☒ Yes ☐ No

j. Does the officer have other duties, if so, what are they?

☒ Yes ☐ No

Clearance Officer, Tow Officer

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**7. COURT LIAISON OFFICER**

EVALUATED  
10/30/2008

ACTION REQUIRED

CORRECTED

a. Does the Area have an officer assigned court liaison duties? ☒ Yes ☐ No

b. Who supervises the officer? Sergeant Whitty

c. How much time is allocated to the position? Enough time to complete the job.

d. Does the officer have a job description? ☒ Yes ☐ No

(1) Is it accurate? ☒ Yes ☐ No

(2) When was it last revised? May 2008

(3) What are the officer's duties? Court Officer, PIO, School Bus Officer, Asset Forfeiture Coordinator, VIN Officer

e. Does he/she have responsibilities for prisoner arraignment? ☐ Yes ☒ No

f. Does the officer command respect of his/her peer group? ☒ Yes ☐ No

g. Is the court officer involved in the DUI Cost Recovery Program? ☒ Yes ☐ No

h. Does the officer initiate a CHP 735, Incident Response Reimbursement Statement? ☒ Yes ☐ No

(1) Does the officer(s)' times on the CHP 735 correspond to the times indicated on his/her CHP 415, Daily Field Record? ☐ Yes ☒ No

(2) Does the officer(s) maintain a log? ☒ Yes ☐ No

(3) Does the officer(s) forward the form to Fiscal Management Section after disposition? ☒ Yes ☐ No

i. How many courts are within the Area's jurisdiction? Seven

j. Does the officer deal with more than one district attorney's (DA) office? ☒ Yes ☐ No

k. Does the officer have other duties? ☒ Yes ☐ No

(1) If so, what are the other duties? PIO, School Bus Officer, Asset Forfeiture Coordinator, VIN Officer

**8. ASSET FORFEITURE (AF) OFFICER**

EVALUATED  
10/30/2008

ACTION REQUIRED

CORRECTED

a. Does the Area have an officer assigned as AF coordinator? ☒ Yes ☐ No

b. Does the officer have current job description? ☒ Yes ☐ No

c. Is he/she familiar with HPM 81.5, Drug Programs Manual? ☒ Yes ☐ No

d. Is Area coordinator logging AF cases separate from evidence? ☒ Yes ☐ No

e. Is there a process in place to ensure proper disposition of AF items? ☒ Yes ☐ No

f. Does Area's log agree with the Field Services Section (FSS) and Division log? ☒ Yes ☐ No

(1) If not, why not?

g. Is the disposition of cases supported by documentation such as arrest reports, court order, and AF distribution memorandum? ☒ Yes ☐ No

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h. Has the Area seized any vehicles under AF? ☐ Yes ☒ No

(1) If so, does the AF coordinator know where the vehicles are located and their current disposition? ☐ Yes ☐ No

i. Is the Franchise Tax Board notified of all seizures valued at \$5,000 or more? ☒ Yes ☐ No

j. Does the AF coordinator complete a mis-screen 50? ☒ Yes ☐ No

k. Does Area notify Division of all vehicle/boat/plane seizures? *N/A* ☐ Yes ☐ No

l. Is Fleet Operations Section notified? *N/A* ☐ Yes ☐ No

m. Are all vehicles stored safely and properly protected from inclement weather? *N/A* ☐ Yes ☐ No

n. Are large sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local bank for safekeeping? ☐ Yes ☒ No

o. Are large sums of cash deposited in a departmental interest-bearing bank account designated for AF? *N/A* ☐ Yes ☐ No

p. What is the procedure in handling monetary AF awards (checks from the DA)? They are sent to Fiscal Management Section.

q. Is the check remitted to the Area's cashier for transmittal to Fiscal Management Section with proper notifications to FSS and the Division AF coordinator? ☒ Yes ☐ No

**9. SPECIALIZED VEHICLES**

EVALUATED  
10/30/2008

ACTION REQUIRED

CORRECTED

a. Operation and Inspection

(1) Is there an officer assigned to oversee the operation of specialized vehicles within the Area? ☒ Yes ☐ No

(a) Who supervises the officer(s)? Sergeant Brooks

(b) How much time is allocated? 20 - 30%

(2) Does the officer have a job description? ☒ Yes ☐ No

(a) Is it accurate? ☒ Yes ☐ No

(b) When was it last revised? May 2008

(3) Do officers understand policy concerning permits, licensing, inspections, and regulations pertaining to specialized vehicles? ☒ Yes ☐ No

(4) Tow Trucks

(a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks? ☒ Yes ☐ No

(b) Do files contain current contracts and inspection forms? ☒ Yes ☐ No

(c) Are there any recent complaints? ☒ Yes ☐ No

(d) Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative Supplement? ☒ Yes ☐ No

(e) Who is responsible for inspections? Officer Etchebarne

(f) Does an officer occasionally conduct a random inspection to ensure the integrity of the inspection process? ☒ Yes ☐ No

(g) Is there evidence that discrepancies are promptly corrected? ☒ Yes ☐ No

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(h) Who conducts annual tow meetings? Officer Etchebarne

- 1 Does the commander attend? ☒ Yes ☐ No
- 2 Is an agenda prepared? ☐ Yes ☒ No
- 3 Are minutes prepared and circulated for review? ☐ Yes ☒ No
- 4 When was the last annual meeting? 05/20/2008

(i) Are rotation and sector assignment procedures clearly established? ☐ Yes ☒ No

(j) How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list? Briefing Items, OICs are notified directly, and through dispatch.

(k) Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators? ☒ Yes ☐ No

(5) Ambulances

(a) Who is responsible for overseeing the operation of ambulances within the Area?

(b) Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2? ☐ Yes ☐ No

(c) Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13, California Code of Regulations? ☐ Yes ☐ No

(d) Are complaints received at Area investigated and documented? ☐ Yes ☐ No

(e) If ambulances are removed from service, is there any branch of county government that requests notification? ☐ Yes ☐ No

1 If so, how is this done?

(f) Are ambulance inspection forms in file current? ☐ Yes ☐ No

(6) Armored Vehicles

(a) Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area? ☐ Yes ☐ No

(b) What impact on the Area workload do these inspections have?

(7) Authorized Emergency Vehicles (AEV)

(a) Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area? ☐ Yes ☐ No

10. CALIFORNIA RESIDENT FOREIGN REGISTRATION (CRFR)  
PROGRAM

EVALUATED  
10/30/2008

ACTION REQUIRED

CORRECTED



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a. If the Department currently has an active CRFR program, does the Area have an officer assigned to investigate attempts by California residents to avoid payment of licensing and registration fees due in California?

☐ Yes ☐ No

(1) Who supervises the officer?

(2) Is sufficient time allocated for this program?

☐ Yes ☐ No

(3) Does the officer have a job description?

☐ Yes ☐ No

(a) Is it accurate?

☐ Yes ☐ No

b. Does the Area program follow the guidelines in the Registration Enforcement Manual, HPM 82.5, Chapter 3?

☐ Yes ☐ No

c. Are suspected violations documented on Registration 69 forms locally processed, or sent to the DMV Registration Compliance Unit?

☐ Yes ☐ No

(1) If locally processed, are CHP 215s, Notice to Appear, issued when it is established that California registration is due?

☐ Yes ☐ No

d. Is the CRFR officer aware that the rules of evidence pertaining to search and seizure apply to violations of this type?

☐ Yes ☐ No

e. Does the Area report significant statistics to Division by comm-net by the 10th of each month?

☐ Yes ☐ No

f. Does the degree of compliance gained or the actual revenue collected as a result of the program justify its continuance?

☐ Yes ☐ No

**11. GENERAL SUPPORT**

EVALUATED  
10/30/2008

ACTION REQUIRED

CORRECTED

a. Is an officer assigned to general support including violation clearance and counter officer?

☒ Yes ☐ No

b. What additional duties does he/she perform? Accident Investigation review, Clearance Officer and Tow Officer.

c. Is there a job description?

☒ Yes ☐ No

(1) Is it accurate?

☒ Yes ☐ No

(2) When was it last revised? May of 2008

d. How much time is allocated to this position? What ever is necessary.

e. With minimal instruction, could this position be handled by limited duty personnel?

☒ Yes ☐ No

**12. AREA TRAINING OFFICER**

EVALUATED  
10/30/2008

ACTION REQUIRED

CORRECTED

a. Does the Area have an officer assigned as the Area training officer?

☒ Yes ☐ No

b. How much time is allocated to this position? Less than an hour a day.

c. Who supervises the officer? The Commander

d. Does the officer have a job description?

☒ Yes ☐ No

(1) When was it last revised? May 14, 2008

e. Does the officer command the respect of his/her peers?

☒ Yes ☐ No

f. Does the officer have the support of the supervisors?

☒ Yes ☐ No

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g. What training has been provided to the officer? Division Training for ETRS. Road officers take care of range and PMA recertifications.

h. Has he/she been trained as a Department instructor? ☐ Yes ☒ No

i. Is the officer certified as an officer safety training instructor? ☐ Yes ☒ No

j. Has he/she attended the Department's weapons/range officer training? ☐ Yes ☒ No

k. Is the officer qualified to train employees to use tactical rifles? ☐ Yes ☒ No

l. Is the officer a CPR instructor? ☐ Yes ☒ No

m. What role does the officer have in developing and/or presenting Area training programs? The training officer ensures all required training is completed within established time frames. This is typically the only training that is done due to time constraints.

n. Does the officer keep Area informed of officers deficient in training or those who have superior performance? ☒ Yes ☐ No

o. Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents? ☐ Yes ☒ No

p. Does the officer assist in reviewing injuries to personnel resulting from arrest situations? ☐ Yes ☒ No

q. Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS? ☒ Yes ☐ No

r. Is the officer responsible for performing range maintenance? ☐ Yes ☒ No

s. What other duties or assignments does the training officer have? LAN coordination and evidence

**13. LIMITED DUTY**

EVALUATED  
10/30/2008

ACTION REQUIRED

CORRECTED

a. Does the Area currently have limited duty personnel assigned? ☐ Yes ☒ No

(1) What are their classifications, and what duties are they assigned?

b. Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment? ☒ Yes ☐ No

(1) Could they be used more efficiently? *N/A* ☐ Yes ☒ No

c. If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol? ☐ Yes ☒ No

d. Are any current assignments in excess of six months? ☐ Yes ☒ No

e. Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases? ☒ Yes ☐ No

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f. Are limited duty personnel having public contact appropriately attired?

☒ Yes ☐ No

**14. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS**

EVALUATED

ACTION REQUIRED

CORRECTED

a. Does the Area have personnel assigned to special projects or tactical operations?

☐ Yes ☐ No

b. Is the position full time or on an on-call basis?

☐ Yes ☐ No

c. If full time, is the assignment for a specified number of weeks or months?

☐ Yes ☐ No

d. What are the duties/responsibilities of the officer?

e. Who supervises the officer?

f. How does he/she account for his/her time?

g. What is the selection criteria for the assignment?

h. Has the Area member contributed to the success or mission of the team or task force?

☐ Yes ☐ No

i. Where coordination is appropriate with the Division Investigative Services Unit, is there ongoing discussion regarding activities?

☐ Yes ☐ No

j. Is there a Memorandum of Understanding (MOU) on file?

☐ Yes ☐ No

k. Is the special assignment on a reimbursable contract?

☐ Yes ☐ No

(1) If so, is the contract being followed?

☐ Yes ☐ No

Page 1, 1.d.(3) - Officer Ehly prepares Itineraries for PAO related events.

Page 2, 2.c. - This doesn't apply to Area because the task force is their official program.

Page 4, 4.b.(1)(d) - Area has no school bus stops that are required to be approved.

Page 5, 4.f.(1) - Area has so few bus drivers there is no need to schedule certain days.

Page 8, 7.b.(2) - Area uses a suspense file instead of a log.

Page 10, 9.a.(4)(i) - Area only has one sector.

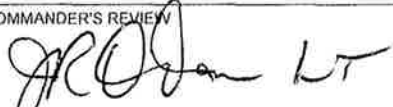
Page 10, 10. - Area has no CRFR program. When a CHP 367 is completed by Area personnel it is forwarded to Central Division.

Page 12, j. through l. - Road Patrol Officers perform these duties.

Page 12, 13.c. - When a limited duty officer helps in special duty, this frees the permanent special duty officer up to accomplish work that was put off for when time allowed.

AREA Fort Tejon Area	DIVISION Central	NUMBER
EVALUATED BY Sgt. M.A. RHOADES, #9242		DATE 10/09/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW 	DATE 10-14-08
<input type="checkbox"/> Correction Report BY		EVALUATED X	ACTION REQUIRED

**1. GENERAL**

a. Are special duty assignments minimized? ☒ Yes ☐ No

(1) Is maximum efficiency attained? ☒ Yes ☐ No

(2) Are there any special duty functions which could be performed by a beat officer or other support personnel? ☐ Yes ☒ No

b. Are assigned duties consistent with the job description? ☒ Yes ☐ No

(1) Could duties be combined with another special duty assignment for efficiency? ☒ Yes ☐ No

(2) Which special duty officers (positions) were interviewed? Clearance / Desk Officer, Court Liason Officer, General Support Officer.

c. How are individuals for special duty assignments selected? Interview by Commander.

(1) Are special duty opportunities open to all officers? ☒ Yes ☐ No

(2) Does selection contribute to attainment of affirmative action goals? ☒ Yes ☐ No

d. Can the special duty supervisor describe the duties and workload of the special duty personnel? ☒ Yes ☐ No

(1) Upon what criteria are special duty personnel evaluated? Job performance, appearance, public relations.

(2) Are special duty officers held accountable for their time and performance? ☒ Yes ☐ No

(3) How is the special duty officer's time planned? Are weekly itineraries provided to the supervisor? ☐ Yes ☒ No

e. Do the commander and management team have an active interest in special duty programs? ☒ Yes ☐ No

(1) Is time taken by the commander to discuss activities and potential problems? ☒ Yes ☐ No

<b>VEHICLE THEFT</b>	EVALUATED X	ACTION REQUIRED	CORRECTED
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a. What is the scope of the Area's Vehicle Theft Program? Area has no formal Auto Theft program. Area provides training to personnel bi-annually. Area has no auto theft problem to date.

b. Are there open lines of communication with the Division vehicle theft coordinator? ☒ Yes ☐ No

(1) Is the commander aware of how to obtain assistance from the Division or Headquarters coordinators? ☒ Yes ☐ No

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(2) Who is authorized to request assistance from vehicle theft coordinators?

All special duty personnel and Sergeants.

c. Is the program effective?

N/A

☐ Yes

☐ No

(1) Vehicle theft recovery goals established?

☐ Yes

☐ No

(2) Goals attained?

☐ Yes

☐ No

(3) How does the current number of stolen and recovered vehicles compare to prior time periods?

2006 stolen vehicles=8

recoveries =26 / 2007 stolens =14 recoveries=26 2008 stolens =4 recoveries =30

(4) Are work hours dedicated to the program appropriate?

☐ Yes

☐ No

(5) Do beat officers and supervisors have an interest in the program?

☐ Yes

☐ No

d. Is the program supported by district/city attorneys and the courts?

☐ Yes

☐ No

(1) Has the program been discussed with them?

☐ Yes

☐ No

(2) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges?

e. Do the commander and management team take a personal interest in the program?

☐ Yes

☐ No

(1) What guidance and direction is provided?

f. Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area?

☒ Yes

☐ No

(1) Do they have an idea of the number of thefts and recoveries in the Area?

☒ Yes

☐ No

(2) Are they knowledgeable of the Department's Vehicle Theft Program?

☒ Yes

☐ No

(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques?

☒ Yes

☐ No

(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?

☒ Yes

☐ No

(5) Do they give guidance and direction?

☒ Yes

☐ No

(6) Do they demonstrate an interest in the program?

☒ Yes

☐ No

(7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?

☒ Yes

☐ No

g. Is vehicle theft education/training provided by Area?

☒ Yes

☐ No

(1) Are training aids used?

☒ Yes

☐ No

(2) Are division vehicle theft coordinators/investigators made available for training?

☒ Yes

☐ No

(3) Vehicle theft prevention discussed at briefings?

☒ Yes

☐ No

(4) How is information on unique problems and circumstances disseminated to beat officers?

N/A

**AREA MANAGEMENT EVALUATION**

**SPECIAL FUNCTIONS**

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(5) Are officers and supervisors proficient in locating and decoding VINs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Have any Area officers earned the Department's 10851 Award?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have any officers qualified for the Master 10851 Award?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) How are awards presented?	During training days.	
(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>3. VEHICLE IDENTIFICATION NUMBER PROGRAM</b>	<b>EVALUATED</b> X	<b>ACTION REQUIRED</b>
a. Is the VIN program understood by beat officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?	<i>Very Few</i> <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Who is the assigned VIN officer?	Officer Ehly.	
(1) How was he/she trained?	Attended advanced auto theft training// Attended 2 classes in VIN and auto theft.	
(a) Is training adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the VIN officer proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the alternate VIN officer?	Officer Tondreau, however he has retired. Off. Etchebarne will be when trained.	
(4) Are VIN inspections conducted in a secure setting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is Field Support Section used as a resource?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. What kind of system is in place to control the VIN officer's workload?	Area has very little workload in the VIN program. Area installs about 3 VINs per year and does approx. 30-40 VIN verifications per year.	
(1) Are VIN assignments/verifications done on an appointment basis?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is there an excessive backlog?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Is the vehicle owner's convenience a consideration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are field officers and employees having public contact aware of the system used by the VIN officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are associated documents processed promptly and submitted on time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is there proper security for replacement VIN plates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are inventory controls adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are entries legible?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do records match inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are required reports accurate and submitted properly?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Does the VIN officer use relevant information available from allied agencies, DMV and NICB?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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- f. Does VIN officer belong to any professional organizations for exchange of information, such as memberships in any type of various vehicle theft investigator's associations? ☐ Yes ☒ No

4. SCHOOL PUPIL AND FARM LABOR (SP&FL) TRANSPORTATION SAFETY	EVALUATED	ACTION REQUIRED	CORRECTED
a. Is the Area commander and management team aware of all aspects of the SP&FL Transportation Safety Program conducted in the Area?	X		
b. Does the Area have either a uniformed SP&FL Transportation Officer or a nonuniformed School Bus Officer/Coordinator?			
(1) Are Area files maintained as required by HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual?			
(a) Driver records, CHP 295, State Department of Education T-01, criminal record information, etc.?			
(b) CHP 100E, Monthly Activity Report?			
(c) School Bus Traffic Collision Reports and DMV printout H-6?			
(d) Approved stops list?			
(2) Is the School Pupil Transportation Safety Officer/Coordinator proficient in performing assigned duties?			
(a) Are duties performed in conformance with HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual?			
(3) Who is the alternate School Pupil Transportation Safety Officer/Coordinator?	None.		
(4) Are CHP 100Es, Monthly Activity Report, submitted in a timely manner?			
(5) Is program time properly justified?			
(a) How much time is allotted? Currently there is very little workload.			
(b) Is time sufficient to meet departmental objectives?			
(c) Is the time expended within the Area's allotment?			
c. Is responsibility for supervision of the School Pupil Transportation Safety Program assigned to a specific supervisor? <i>COMMANDER</i>			
(1) Does the supervisor have adequate knowledge of the functions of the Area program?			
(2) Does the supervisor have a copy of HPM 82.4, School Pupil and Farm Labor Transportation Safety manual?			
(3) Is he/she aware of the officer/coordinator's workload?			
(4) Does the supervisor review CHP 100Es, Monthly Activity Report, submitted by the officer/coordinator?			
d. What training has the School Pupil Safety Transportation Safety Officer/Coordinator had? <i>2-WEEK ACADEMY</i> Attended In-Service Training classes? Have a thorough, practical knowledge of: <i>4 DIVISION REFRESHERS.</i>			
(1) Departmental policy relating to the School Pupil Safety Transportation Safety Program?			
(2) School bus driver certification?			
(3) School bus accident investigation?			
(4) School bus reinspection?			
(5) School bus routes and stops?			

## AREA MANAGEMENT EVALUATION

### SPECIAL FUNCTIONS

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e.	Does the officer/coordinator coordinate activities and information with adjacent Areas?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1)	Is he/she aware of the technical assistance available from Commercial Vehicle Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f.	Is there a sound procedure for scheduling and administering written tests?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1)	Are certain days selected for testing so that a maximum number of applicants can be tested at one time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2)	Who administers the test? Officer Ehly.		
(3)	Is a proctor present?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4)	Adequate supply of the <del>five</del> variations of both the driver and first aid tests on hand? <i>3 - WRITTEN 1 - FIRST AID</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5)	Who reviews the tests with the applicants? Officer Ehly.		
(6)	Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7)	Are driving errors discussed with the applicant?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8)	Is the school bus transportation supervisor advised of any additional training needs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
g.	Does the School Pupil Safety Transportation Officer conduct on-scene investigations?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1)	Are follow-up investigations conducted when appropriate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2)	Are appropriate special coding made on all school bus investigations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3)	Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a)	Has the officer/coordinator demonstrated a willingness to take such action when warranted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h.	Are hazardous routes or stops reported in writing to the governing board of the school district?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1)	Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2)	How many approved stops exist in the Area? 0.		
i.	Do field officers take appropriate enforcement and follow-up action for observed school pupil safety related violations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>5. EVIDENCE/PROPERTY CONTROL</b>		<b>EVALUATED</b> X	<b>ACTION REQUIRED</b>
a.	Has the Area commander demonstrated an interest in the proper control of evidence and property?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1)	Who has been assigned by the commander as the evidence/property officer? Officer Soliz with Officer Ehly as back-up.		
(2)	Has an alternate for this position been assigned?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3)	Who is the evidence/property supervisor? Sgt. Rhoades.		
b.	Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1)	Does the supervisor fully understand his/her responsibilities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a)	Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2)	Has a system been implemented which will ensure maintenance of the chain of possession for evidence?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a)	Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No



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(3) Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are entered items canceled when the property is no longer in CHP possession?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Have procedures been examined for retaining and disposing of:		
(1) Evidence.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Property.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Weapons.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Controlled substances.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Alcoholic beverages.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) License plates.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Money.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Has unclaimed property of value been picked up by the Department of General Services, Material Services Section, for storage and disposal after it has been held for 30 days?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Has the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a suspense system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are all items properly identified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are accurate records kept on weapons and controlled substances which have been disposed of?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do Area records compare accurately with court records?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are periodic audits completed to ensure integrity of the property system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has a semiannual audit of the property system been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Have more frequent audits been conducted in identified problem areas?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
g. Have inventories been conducted periodically to ensure integrity of the system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Is security adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a security log maintained in the property room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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- (2) How many sets of keys are there to the evidence/property room and the temporary evidence storage lockers? 2

(a) Is the distribution of the keys according to policy?

☒ Yes

☐ No

- (3) Is the evidence/property officer other than the court officer?

☒ Yes

☐ No

(a) Is the evidence/property officer other than a field officer or an officer involved in collecting evidence?

☒ Yes

☐ No

- (4) Is the property room accessible by repair/maintenance personnel?

☐ Yes

☒ No

(a) Is the room accessible by repair/maintenance personnel?

☐ Yes

☒ No

(b) Is there a false ceiling?

☐ Yes

☒ No

(c) Are door hinges on the inside of the room?

☒ Yes

☐ No

(d) Are any items which require access by other than the evidence/property officer stored in the room?

☐ Yes

☒ No

(e) Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual?

☒ Yes

☐ No

(If not, have steps been initiated to correct the problem?)

☐ Yes

☐ No

- (5) Are pass-through type temporary storage lockers secured from the inside to prevent entry?

☒ Yes

☐ No

(a) Is evidence left in these lockers for no more than one day?

☐ Yes

☒ No

- (6) Is Area knowledgeable of investigatory requirements in the event of any instance of suspected tampering with packages containing controlled substances?

☒ Yes

☐ No

(a) Have any internal investigations been initiated by Area for any such incidents?

☐ Yes

☒ No

### 3. COLLISION INVESTIGATION FOLLOW-UP

EVALUATED

X

ACTION REQUIRED

CORRECTED

- a. Does the Area have an AI officer?

☒ Yes

☐ No

- b. Who is responsible for supervising the officer? Commander.

- c. How much time is allocated to the position? 3/4

(1) Is time allocated sufficient?

☒ Yes

☐ No

- d. Does the collision investigation follow-up officer have a job description?

☒ Yes

☐ No

(1) Is it current?

☒ Yes

☐ No

(2) What are the officer's duties?

SEE ATTACHED.

- e. Does the officer understand special reporting requirements?

☒ Yes

☐ No

- f. Does the officer have training or special qualifications that complement the position?

PENDING 12/1/08

☐ Yes

☒ No

- g. Is the officer available to respond to accidents to provide technical assistance?

☒ Yes

☐ No

- h. Does the officer identify training needs and discuss them with his/her supervisor?

☒ Yes

☐ No

- i. Does the officer prepare charts, graphs, or statistics that identify problem locations for deployment purposes?

☐ Yes

☒ No

- j. Does the officer have other duties, if so, what are they?

☒ Yes

☐ No

Tow Truck, OT Coordinator, Taser, Child Seat, Desk Officer, Back-up other two special duty positions.

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7. COURT LIAISON OFFICER	EVALUATED	ACTION REQUIRED	CORRECTED
	X		
a. Does the Area have an officer assigned court liaison duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Who supervises the officer? Commander.			
c. How much time is allocated to the position? 3/4			
d. Does the officer have a job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is it accurate?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) When was it last revised? 10-9-2008			
(3) What are the officer's duties? Court Filings, CHP 735's, Check case status via CJIS, Asset Forfeiture, Liason with 4 court D.A.s			
e. Does he/she have responsibilities for prisoner arraignment?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
f. Does the officer command respect of his/her peer group?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
g. Is the court officer involved in the DUI Cost Recovery Program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
h. Does the officer initiate a CHP 735, Incident Response Reimbursement Statement?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the officer(s)' times on the CHP 735 correspond to the times indicated on his/her CHP 415, Daily Field Record?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the officer(s) maintain a log?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Does the officer(s) forward the form to Fiscal Management Section after disposition?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
i. How many courts are within the Area's jurisdiction? Four.			
j. Does the officer deal with more than one district attorney's (DA) office?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
k. Does the officer have other duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If so, what are the other duties? VIN, School Bus, Alt. Evidence, Asset Forfeiture, Back-up other 2 special duty positions, PIO.			

3. ASSET FORFEITURE (AF) OFFICER	EVALUATED	ACTION REQUIRED	CORRECTED
	X		
a. Does the Area have an officer assigned as AF coordinator?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Does the officer have current job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Is he/she familiar with HPM 81.5, Drug Programs Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Is Area coordinator logging AF cases separate from evidence?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Is there a process in place to ensure proper disposition of AF items?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. Does Area's log agree with the Field Services Section (FSS) and Division log?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If not, why not?			
g. Is the disposition of cases supported by documentation such as arrest reports, court order, and AF distribution memorandum?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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h. Has the Area seized any vehicles under AF? ☐ Yes ☒ No

(1) If so, does the AF coordinator know where the vehicles are located and their current disposition? *N/A.* ☐ Yes ☐ No

i. Is the Franchise Tax Board notified of all seizures valued at \$5,000 or more? *By Division* ☒ Yes ☐ No

j. Does the AF coordinator complete a misscreen 50? ☒ Yes ☐ No

k. Does Area notify Division of all vehicle/boat/plane seizures? *N/A.* ☐ Yes ☐ No

l. Is Fleet Operations Section notified? ☐ Yes ☐ No

m. Are all vehicles stored safely and properly protected from inclement weather? ☐ Yes ☐ No

n. Are large sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local bank for safekeeping? ☐ Yes ☒ No

o. Are large sums of cash deposited in a departmental interest-bearing bank account designated for AF? ☐ Yes ☒ No

p. What is the procedure in handling monetary AF awards (checks from the DA)? Complete closing documentation and turn checks over to Officer Services Supervisor for addition to transmittal.

q. Is the check remitted to the Area's cashier for transmittal to Fiscal Management Section with proper notifications to FSS and the Division AF coordinator? ☒ Yes ☐ No

### 9. SPECIALIZED VEHICLES

EVALUATED

X

ACTION REQUIRED

CORRECTED

#### a. Operation and Inspection

(1) Is there an officer assigned to oversee the operation of specialized vehicles within the Area? ☒ Yes ☐ No

(a) Who supervises the officer(s)? Sgt. Brooks.

(b) How much time is allocated? .25

(2) Does the officer have a job description? ☒ Yes ☐ No

(a) Is it accurate? ☒ Yes ☐ No

(b) When was it last revised? 10-8-2008

(3) Do officers understand policy concerning permits, licensing, inspections, and regulations pertaining to specialized vehicles? *N/A (TOW TRUCKS ONLY)* ☐ Yes ☐ No

#### (4) Tow Trucks

(a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks? ☒ Yes ☐ No

(b) Do files contain current contracts and inspection forms? ☒ Yes ☐ No

(c) Are there any recent complaints? ☒ Yes ☐ No

(d) Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative Supplement? ☒ Yes ☐ No

(e) Who is responsible for inspections? Officer Etchebarne.

(f) Does an officer occasionally conduct a random inspection to ensure the integrity of the inspection process? ☒ Yes ☐ No

(g) Is there evidence that discrepancies are promptly corrected? ☒ Yes ☐ No

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(h) Who conducts annual tow meetings? Commander and Tow Officer Etchename.

1 Does the commander attend?

☒ Yes

☐ No

2 Is an agenda prepared?

☒ Yes

☐ No

3 Are minutes prepared and circulated for review?

☐ Yes

☒ No

4 When was the last annual meeting? May 12, 2008

(i) Are rotation and sector assignment procedures clearly established?

☒ Yes

☐ No

(j) How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list?

Supervisors brief.

(k) Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators?

☒ Yes

☐ No

(5) Ambulances

(a) Who is responsible for overseeing the operation of ambulances within the Area?

(b) Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2?

☐ Yes

☐ No

(c) Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13, California Code of Regulations?

☐ Yes

☐ No

(d) Are complaints received at Area investigated and documented?

☐ Yes

☐ No

(e) If ambulances are removed from service, is there any branch of county government that requests notification?

☐ Yes

☐ No

1 If so, how is this done?

(f) Are ambulance inspection forms in file current?

☐ Yes

☐ No

(6) Armored Vehicles

(a) Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area?

☐ Yes

☐ No

(b) What impact on the Area workload do these inspections have?

(7) Authorized Emergency Vehicles (AEV)

(a) Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area?

☐ Yes

☐ No

0. CALIFORNIA RESIDENT FOREIGN REGISTRATION (CRFR) PROGRAM

EVALUATED  
X

ACTION REQUIRED

CORRECTED

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- a. If the Department currently has an active CRFR program, does the Area have an officer assigned to investigate attempts by California residents to avoid payment of licensing and registration fees due in California? ☒ Yes ☐ No

(1) Who supervises the officer? COMMANDER

(2) Is sufficient time allocated for this program? ☒ Yes ☐ No

(3) Does the officer have a job description? ☒ Yes ☐ No

(a) Is it accurate? ☒ Yes ☐ No

b. Does the Area program follow the guidelines in the Registration Enforcement Manual, HPM 82.5, Chapter 3? ☒ Yes ☐ No

c. Are suspected violations documented on Registration 69 forms locally processed, or sent to the DMV Registration Compliance Unit? SENT TO DIVISION ☐ Yes ☒ No

(1) If locally processed, are CHP 215s, Notice to Appear, issued when it is established that California registration is due? NO LOCAL PROBLEM = NO FORMAL PROGRAM ☐ Yes ☒ No

d. Is the CRFR officer aware that the rules of evidence pertaining to search and seizure apply to violations of this type? N/A ☐ Yes ☐ No

e. Does the Area report significant statistics to Division by comm-net by the 10th of each month? ☐ Yes ☒ No

f. Does the degree of compliance gained or the actual revenue collected as a result of the program justify its continuance? N/A NO PROGRAM ☐ Yes ☐ No

#### 11. GENERAL SUPPORT

EVALUATED  
X

ACTION REQUIRED

CORRECTED

a. Is an officer assigned to general support including violation clearance and counter officer? ☒ Yes ☐ No

b. What additional duties does he/she perform? Tow Officer, A.I., Building repairs, Back-up other special duty positions.

PART TIME CRFR

c. Is there a job description? ☒ Yes ☐ No

(1) Is it accurate? ☒ Yes ☐ No

(2) When was it last revised? 10-8-2008

d. How much time is allocated to this position? .25

e. With minimal instruction, could this position be handled by limited duty personnel? ☒ Yes ☐ No

#### 12. AREA TRAINING OFFICER

SGT WHITTY

EVALUATED  
X

ACTION REQUIRED

CORRECTED

a. Does the Area have an officer assigned as the Area training officer? ☐ Yes ☒ No

b. How much time is allocated to this position?

c. Who supervises the officer?

d. Does the officer have a job description? ☐ Yes ☐ No

(1) When was it last revised?

e. Does the officer command the respect of his/her peers? ☐ Yes ☐ No

f. Does the officer have the support of the supervisors? ☐ Yes ☐ No

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g. What training has been provided to the officer?

h. Has he/she been trained as a Department instructor?

☐ Yes

☐ No

i. Is the officer certified as an officer safety training instructor?

☐ Yes

☐ No

j. Has he/she attended the Department's weapons/range officer training?

☐ Yes

☐ No

k. Is the officer qualified to train employees to use tactical rifles?

☐ Yes

☐ No

l. Is the officer a CPR instructor?

☐ Yes

☐ No

m. What role does the officer have in developing and/or presenting Area training programs?

*SGT WHITTY IS TRAINING SGT.*

n. Does the officer keep Area informed of officers deficient in training or those who have superior performance?

☐ Yes

☐ No

o. Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents?

☐ Yes

☐ No

p. Does the officer assist in reviewing injuries to personnel resulting from arrest situations?

☐ Yes

☐ No

q. Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS?

☐ Yes

☐ No

r. Is the officer responsible for performing range maintenance?

☐ Yes

☐ No

s. What other duties or assignments does the training officer have?

**13. LIMITED DUTY**

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Does the Area currently have limited duty personnel assigned?

☒ Yes

☐ No

(1) What are their classifications, and what duties are they assigned?

Light office work.

b. Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment?

☒ Yes

☐ No

(1) Could they be used more efficiently?

☐ Yes

☒ No

c. If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol?

☐ Yes

☒ No

d. Are any current assignments in excess of six months?

☐ Yes

☒ No

e. Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases?

☒ Yes

☐ No

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1. Are limited duty personnel having public contact appropriately attired?

☒ Yes ☐ No

#### 14. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS

EVALUATED

ACTION REQUIRED

CORRECTED

a. Does the Area have personnel assigned to special projects or tactical operations?

☐ Yes ☐ No

b. Is the position full time or on an on-call basis?

☐ Yes ☐ No

c. If full time, is the assignment for a specified number of weeks or months?

☐ Yes ☐ No

d. What are the duties/responsibilities of the officer?

N/A

e. Who supervises the officer?

f. How does he/she account for his/her time?

g. What is the selection criteria for the assignment?

h. Has the Area member contributed to the success or mission of the team or task force?

☐ Yes ☐ No

i. Where coordination is appropriate with the Division Investigative Services Unit, is there ongoing discussion regarding activities?

☐ Yes ☐ No

j. Is there a Memorandum of Understanding (MOU) on file?

☐ Yes ☐ No

k. Is the special assignment on a reimbursable contract?

☐ Yes ☐ No

(1) If so, is the contract being followed?

☐ Yes ☐ No



- Process accident reports 15%
- Other reports as directed by the Office Services Sup. 10%
- Prepare weekly transmittal 5%
- Prepares forms and correspondence as directed by the Office Services Supervisor 20%
- Other duties as assigned 5%

#### F. Special Duty Officers

Works under the direct supervision of the Area Commander. The following are principle duties. Additional duties may be assigned by the Area Commander based on operational needs.

##### 1. General Support/Front Desk Officer

###### A. Accident Investigation Review Officer

- a. Final review and processing of accident reports.
- b. Maintains records and logs necessary to provide reference and location of reports.
- c. Exercised functional control with officers and is responsible to obtain correct and complete reports.
- d. Maintains accidents trends and highlights noted specific accident problems for Area action.
- e. Pursues the practical conclusion and follow-up necessary for all accidents. Coordinates with investigating officers and the District Attorney's Office for appropriate presentation of evidence.

###### B. Clearance Officer

- a. Provides office security and facility repairs.
- b. Clears enforcement documents presented by the public at the Area office.
- c. Deals directly with the public in person at the lobby and on the telephone. Provides necessary information regarding laws and proper procedures as specified by Departmental regulation and law.
- d. Coordinates activities and fills in for other Special Duty Officers not present in the office.

- e. Completes the processing of DMV Form 69 by registration inquiries through MIS queries.
- f. Conducts and assists with data entry, statistical studies and surveys and the logging of information as required.
- g. Area voluntary overtime coordinator.

C. Tow Officer

- a. Responsible for administering Department's tow contract.
- b. Acts as a liaison between tow companies and Departmental personnel.
- c. Investigates tow truck complaints.

2. General Support Officer/Special Programs

A. Court Liaison Officer

- a. Maintains open liaison with the administration of each of the courts and the District Attorney's office of each county served within the Fort Tejon Area.
- b. Processes arrest reports and investigations requesting prosecution to their proper conclusion.
- c. Accountable for the records and safe keeping of all Area evidence and property stored at the office.
- d. Reviews for completeness and necessary elements all arrest and other investigative reports seeking criminal complaints.

B. Public Affairs Officer

- a. Provides an Area program of public information directly to the Area Commander.
- b. Prepares and distributes newsworthy stories to the media. Prepares special articles for publication in professional, trade, and other magazines.
- c. Prepares articles for Departmental and other related organization publications.
- d. Provides and arranges for lectures, speeches and safety demonstrations to civic groups and all school levels.

- e. Prepares required Departmental reports regarding the public affairs program.
- f. Maintains all Area audiovisual aids.
- g. Maintains open communication with members of the press, television, radio, and other media personnel.
- h. Maintains records of public affairs materials available and programs undertaken.

#### C. School Pupil Safety

- a. Administers and processes written examinations and conducts driving tests for school bus driver applicants.
- b. Reviews and/or investigates all school bus traffic accidents occurring within the Area prior to processing to DMV.
- c. Maintains files on all school bus driver license applicants and school bus accidents.
- d. Investigates complaints pertaining to school buses or crossing guards.
- e. Reviews and inspects school bus stops and driving routes.

#### D. Asset Forfeiture Officer

- a. Coordinates with all local agencies and courts in asset forfeiture cases.
- b. Maintains a log of all asset forfeiture cases and dispositions.
- c. Coordinates with Division and Headquarters in all asset forfeiture cases.

#### E. Vehicle Identification Number (VIN) Officer

- a. Responsible for the identification of vehicles and attachment of replacement VIN plates.
- b. Performs follow-up investigation where there exists the probability of vehicle theft.
- c. Responsible for the submission of reports as required by the Department. This includes but is not limited to the DMV 124 and the monthly inventory control reports, and 97A.

F. Back up Evidence officer

- a. Responsible for all duties listed under evidence officer.

3. General Support Officer

A. Special Equipment Officer

- a. Maintains Area radar program/records and installs equipment as needed.
- b. Performs weapon's inspections/alternate range officer.
- c. Maintains personnel training records and coordinates special training assignments with scheduling sergeant.
- d. Area LAN coordinator.

The Area Network Coordinator (ANC) acts as the Area liaison for all computer-related hardware and software products. The ANC is responsible for supporting, maintaining and backing up the Local Area Network (LAN) installed at the Area office. Responsibilities include:

1. Manage network printers.
2. Perform Daily backup of the Area fileserver.
3. Maintain and manage the tape backups (move current backup to off-site location, change tapes, etc.).
4. File maintenance (monitor fileserver to insure users are deleting old files).
5. Provide first level support for all Area LAN users.
6. Provide brief orientation to new LAN users assigned to the Area and assist the new user in setting workstation defaults.
7. Provide workstation support for the Area (insure workstations are configured properly, troubleshooting problems, etc.).
8. Act as single point of contact for all LAN-related problems/issues in the Area.
9. Provide input to the Division Administrator regarding any specific computer related hardware/software solution required or desired by the Area.
10. User maintenance. Notify Division Administrator when adding or deleting users. This should only be done once a month.

- e. Coordinates activities and fills in for other special duty officers not present in the office.
- f. Assists other support officers in necessary follow-up for all accidents/incidents.

B. Area Evidence Officer

- a. Is accountable for the records and safekeeping of all Area evidence and property stored at the Area office.
- b. Is responsible for checking with the Area courts and purging evidence cases are adjudicated.
- c. Is responsible for ensuring all found property is returned to the rightful owner or returned to Business Services Section after 90 days.
- d. Is responsible for ensuring all CHP 36's and evidence logs, and all evidence packaging is properly filled out and signed per CHP policy.
- e. Is responsible for keeping the evidence room neat, orderly and ensuring all evidence is separated by year, court, etc., so it can be located in a timely manner.
- f. Is responsible for ensuring the entry log and safe log are kept up to date.
- g. Ensures a suspense system is in place for all evidence not contained inside the evidence room.
- h. Ensures all evidence booked at Newhall Area is cleared after the case is adjudicated.

4. Evidence Supervisor

- a. Is responsible for ensuring evidence officer is performing tasks as assigned.
- b. Is responsible for quarterly spot checks and annual evidence audits are performed and documented as per policy.
- c. Is responsible for training officers who are not filling out evidence forms or packaging properly.

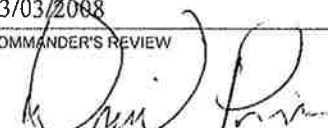
# AREA MANAGEMENT EVALUATION

## SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

AREA Mariposa	DIVISION Central	NUMBER 455
EVALUATED BY Sergeant J. Adkins, #11662		DATE 02/16/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE 03/03/2008
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Correction Report BY Sergeant Adkins, #11662	COMMANDER'S REVIEW 
		DATE 8-17-08
1. GENERAL		EVALUATED <input checked="" type="checkbox"/> ACTION REQUIRED <input type="checkbox"/> CORRECTED <input type="checkbox"/>

- a. Are special duty assignments minimized? ☒ Yes ☐ No
- (1) Is maximum efficiency attained? ☒ Yes ☐ No
- (2) Are there any special duty functions which could be performed by a beat officer or other support personnel? ☒ Yes ☐ No
- b. Are assigned duties consistent with the job description? ☒ Yes ☐ No
- (1) Could duties be combined with another special duty assignment for efficiency? ☐ Yes ☒ No
- (2) Which special duty officers (positions) were interviewed? Both Special Duty personnel and the one Training Coordinator position that is performed by a beat officer.
- c. How are individuals for special duty assignments selected? Initially the Officer will approach a Sergeant and express a personal interest. The Sergeant will then inform the Area Commander of the officer's interest. At this time the Officer will be evaluated upon their personal experience and training. Finally upon concurrence of the Area Commander the selection will be made.
- (1) Are special duty opportunities open to all officers? ☒ Yes ☐ No
- (2) Does selection contribute to attainment of affirmative action goals? ☒ Yes ☐ No
- d. Can the special duty supervisor describe the duties and workload of the special duty personnel? ☒ Yes ☐ No
- (1) Upon what criteria are special duty personnel evaluated? All three officers are evaluated on assignments being completed to the satisfaction of Area supervision management.
- (2) Are special duty officers held accountable for their time and performance? ☒ Yes ☐ No
- (3) How is the special duty officer's time planned? Are weekly itineraries provided to the supervisor? ☒ Yes ☐ No
- e. Do the commander and management team have an active interest in special duty programs? ☒ Yes ☐ No
- (1) Is time taken by the commander to discuss activities and potential problems? ☒ Yes ☐ No

2. VEHICLE THEFT	EVALUATED	ACTION REQUIRED	CORRECTED <input checked="" type="checkbox"/>
a. What is the scope of the Area's Vehicle Theft Program? The Area's "Vehicle Theft Program" conforms to Departmental policy and goals, and it further focuses on the circumstances along with the special needs of a very rural area.			
b. Are there open lines of communication with the Division vehicle theft coordinator? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
(1) Is the commander aware of how to obtain assistance from the Division or Headquarters coordinators? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

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(2) Who is authorized to request assistance from vehicle theft coordinators? Area supervisors.

c. Is the program effective? ☒ Yes ☐ No

(1) Vehicle theft recovery goals established? ☒ Yes ☐ No

(2) Goals attained? ☒ Yes ☐ No

(3) How does the current number of stolen and recovered vehicles compare to prior time periods? The statistics have remained level for the last several years.

(4) Are work hours dedicated to the program appropriate? ☒ Yes ☐ No

(5) Do beat officers and supervisors have an interest in the program? ☒ Yes ☐ No

d. Is the program supported by district/city attorneys and the courts? ☒ Yes ☐ No

(1) Has the program been discussed with them? ☒ Yes ☐ No

(2) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges? Due to the positive support by the local prosecutors no promotion from the Department has been necessary.

e. Do the commander and management team take a personal interest in the program? ☒ Yes ☐ No

(1) What guidance and direction is provided? Specific to the situation.

f. Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area? ☒ Yes ☐ No

(1) Do they have an idea of the number of thefts and recoveries in the Area? ☒ Yes ☐ No

(2) Are they knowledgeable of the Department's Vehicle Theft Program? ☒ Yes ☐ No

(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques? ☒ Yes ☐ No

(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures? ☒ Yes ☐ No

(5) Do they give guidance and direction? ☒ Yes ☐ No

(6) Do they demonstrate an interest in the program? ☒ Yes ☐ No

(7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued? ☒ Yes ☐ No

g. Is vehicle theft education/training provided by Area? ☒ Yes ☐ No

(1) Are training aids used? ☒ Yes ☐ No

(2) Are division vehicle theft coordinators/investigators made available for training? ☒ Yes ☐ No

(3) Vehicle theft prevention discussed at briefings? ☒ Yes ☐ No

(4) How is information on unique problems and circumstances disseminated to beat officers? By Area briefing items and discussions.

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(5) Are officers and supervisors proficient in locating and decoding VINs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Have any Area officers earned the Department's 10851 Award?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have any officers qualified for the Master 10851 Award?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) How are awards presented? The awards are presented during Area training days. Officer Michael was the last Area officer to receive a 10851 pin and this was in 1997. The previous officer received his in 1990.		
(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>3. VEHICLE IDENTIFICATION NUMBER PROGRAM</b>	<b>EVALUATED</b> X	<b>ACTION REQUIRED</b>
<b>CORRECTED</b>		
a. Is the VIN program understood by beat officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Who is the assigned VIN officer? Officer Michael		
(1) How was he/she trained? By the Division training staff.		
(a) Is training adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the VIN officer proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the alternate VIN officer? There is currently no alternate due to lack of need.		
(4) Are VIN inspections conducted in a secure setting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is Field Support Section used as a resource?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. What kind of system is in place to control the VIN officer's workload? The VIN Officer is in such low demand in the Mariposa Area that he is assigned other additional duties.		
(1) Are VIN assignments/verifications done on an appointment basis?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is there an excessive backlog?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Is the vehicle owner's convenience a consideration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are field officers and employees having public contact aware of the system used by the VIN officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are associated documents processed promptly and submitted on time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is there proper security for replacement VIN plates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are inventory controls adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are entries legible?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do records match inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are required reports accurate and submitted properly?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Does the VIN officer use relevant information available from allied agencies, DMV and NICB?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No



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- f. Does VIN officer belong to any professional organizations for exchange of information, such as memberships in any type of various vehicle theft investigator's associations? ☐ Yes ☒ No

**4. SCHOOL PUPIL AND FARM LABOR (SP&FL) TRANSPORTATION SAFETY**

EVALUATED

X

ACTION REQUIRED

CORRECTED

- a. Is the Area commander and management team aware of all aspects of the SP&FL Transportation Safety Program conducted in the Area? ☒ Yes ☐ No

- b. Does the Area have either a uniformed SP&FL Transportation Officer or a nonuniformed School Bus Officer/Coordinator? ☒ Yes ☐ No

- (1) Are Area files maintained as required by HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual? ☒ Yes ☐ No

- (a) Driver records, CHP 295, State Department of Education T-01, criminal record information, etc.? ☒ Yes ☐ No

- (b) CHP 100E, Monthly Activity Report? ☒ Yes ☐ No

- (c) School Bus Traffic Collision Reports and DMV printout H-6? ☒ Yes ☐ No

- (d) Approved stops list? ☒ Yes ☐ No

- (2) Is the School Pupil Transportation Safety Officer/Coordinator proficient in performing assigned duties? ☒ Yes ☐ No

- (a) Are duties performed in conformance with HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual? ☒ Yes ☐ No

- (3) Who is the alternate School Pupil Transportation Safety Officer/Coordinator? At present there is no alternate.

- (4) Are CHP 100Es, Monthly Activity Report, submitted in a timely manner? ☒ Yes ☐ No

- (5) Is program time properly justified? ☒ Yes ☐ No

- (a) How much time is allotted? As needed and the need varies but is still quite limited

- (b) Is time sufficient to meet departmental objectives? ☒ Yes ☐ No

- (c) Is the time expended within the Area's allotment? ☒ Yes ☐ No

- c. Is responsibility for supervision of the School Pupil Transportation Safety Program assigned to a specific supervisor? ☒ Yes ☐ No

- (1) Does the supervisor have adequate knowledge of the functions of the Area program? ☒ Yes ☐ No

- (2) Does the supervisor have a copy of HPM 82.4, School Pupil and Farm Labor Transportation Safety manual? ☒ Yes ☐ No

- (3) Is he/she aware of the officer/coordinator's workload? ☒ Yes ☐ No

- (4) Does the supervisor review CHP 100Es, Monthly Activity Report, submitted by the officer/coordinator? ☒ Yes ☐ No

- d. What training has the School Pupil Safety Transportation Safety Officer/Coordinator had? Basic one week course. Attended In-Service Training classes? Have a thorough, practical knowledge of:

- (1) Departmental policy relating to the School Pupil Safety Transportation Safety Program? ☒ Yes ☐ No

- (2) School bus driver certification? ☒ Yes ☐ No

- (3) School bus accident investigation? ☒ Yes ☐ No

- (4) School bus reinspection? ☒ Yes ☐ No

- (5) School bus routes and stops? ☒ Yes ☐ No

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e. Does the officer/coordinator coordinate activities and information with adjacent Areas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is he/she aware of the technical assistance available from Commercial Vehicle Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is there a sound procedure for scheduling and administering written tests?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are certain days selected for testing so that a maximum number of applicants can be tested at one time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who administers the test? Officer Michael.		
(3) Is a proctor present?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Adequate supply of the five variations of both the driver and first aid tests on hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Who reviews the tests with the applicants? Officer Michael.		
(6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Are driving errors discussed with the applicant?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is the school bus transportation supervisor advised of any additional training needs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Does the School Pupil Safety Transportation Officer conduct on-scene investigations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are follow-up investigations conducted when appropriate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are appropriate special coding made on all school bus investigations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Are hazardous routes or stops reported in writing to the governing board of the school district?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) How many approved stops exist in the Area? This is currently being addressed by Officer Michael.		
i. Do field officers take appropriate enforcement and follow-up action for observed school pupil safety related violations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>5. EVIDENCE/PROPERTY CONTROL</b>	EVALUATED <b>X</b>	ACTION REQUIRED <b></b>
a. Has the Area commander demonstrated an interest in the proper control of evidence and property?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who has been assigned by the commander as the evidence/property officer? Officer Arredondo with Officer Michael as an alternate.		
(2) Has an alternate for this position been assigned?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the evidence/property supervisor? Sergeant Adkins		
b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the supervisor fully understand his/her responsibilities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has a system been implemented which will ensure maintenance of the chain of possession for evidence?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(3) Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are entered items canceled when the property is no longer in CHP possession?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Have procedures been examined for retaining and disposing of:		
(1) Evidence.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Property.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Weapons.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Controlled substances.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Alcoholic beverages.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) License plates.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Money.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Has unclaimed property of value been picked up by the Department of General Services, Material Services Section, for storage and disposal after it has been held for 30 days?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Has the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a suspense system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are all items properly identified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are accurate records kept on weapons and controlled substances which have been disposed of?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do Area records compare accurately with court records?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are periodic audits completed to ensure integrity of the property system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has a semiannual audit of the property system been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Have more frequent audits been conducted in identified problem areas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Have inventories been conducted periodically to ensure integrity of the system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Is security adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a security log maintained in the property room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(2) How many sets of keys are there to the evidence/property room and the temporary evidence storage lockers?

Two sets.

(a) Is the distribution of the keys according to policy?

☒ Yes ☐ No

(3) Is the evidence/property officer other than the court officer?

☒ Yes ☐ No

(a) Is the evidence/property officer other than a field officer or an officer involved in collecting evidence?

☒ Yes ☐ No

(4) Is the property room accessible by repair/maintenance personnel?

☐ Yes ☒ No

(a) Is the room accessible by repair/maintenance personnel?

☐ Yes ☒ No

(b) Is there a false ceiling?

☐ Yes ☒ No

(c) Are door hinges on the inside of the room?

☒ Yes ☐ No

(d) Are any items which require access by other than the evidence/property officer stored in the room?

☐ Yes ☒ No

(e) Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual?

☒ Yes ☐ No

(If not, have steps been initiated to correct the problem?)

☐ Yes ☐ No

(5) Are pass-through type temporary storage lockers secured from the inside to prevent entry?

☒ Yes ☐ No

(a) Is evidence left in these lockers for no more than one day?

☒ Yes ☐ No

(6) Is Area knowledgeable of investigatory requirements in the event of any instance of suspected tampering with packages containing controlled substances?

☒ Yes ☐ No

(a) Have any internal investigations been initiated by Area for any such incidents?

☐ Yes ☒ No

**6. COLLISION INVESTIGATION FOLLOW-UP**

EVALUATED **X**

ACTION REQUIRED

CORRECTED

a. Does the Area have an AI officer?

☒ Yes ☐ No

b. Who is responsible for supervising the officer? Sergeant Adkins

c. How much time is allocated to the position? As needed.

(1) Is time allocated sufficient?

☒ Yes ☐ No

d. Does the collision investigation follow-up officer have a job description?

☒ Yes ☐ No

(1) Is it current?

☒ Yes ☐ No

(2) What are the officer's duties? The duties are currently being written for the revised Area Standard Operating Procedure.

e. Does the officer understand special reporting requirements?

☒ Yes ☐ No

f. Does the officer have training or special qualifications that complement the position?

☒ Yes ☐ No

g. Is the officer available to respond to accidents to provide technical assistance?

☒ Yes ☐ No

h. Does the officer identify training needs and discuss them with his/her supervisor?

☒ Yes ☐ No

i. Does the officer prepare charts, graphs, or statistics that identify problem locations for deployment purposes?

☒ Yes ☐ No

j. Does the officer have other duties, if so, what are they?

☒ Yes ☐ No

Range, weapons, school bus, tow truck, VIN, RSPVO, Back-up evidence, watch officer, PAS coordinator.

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7. COURT LIAISON OFFICER	EVALUATED X	ACTION REQUIRED	CORRECTED
a. Does the Area have an officer assigned court liaison duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Who supervises the officer? Sergeant Adkins.			
c. How much time is allocated to the position? As needed.			
d. Does the officer have a job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is it accurate?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) When was it last revised? The Area SOP is currently in revision.			
(3) What are the officer's duties? Arrange for arraignment of incustody prisoners, prepare and deliver complaints to proper court and provide liaison between District Attorney's Office and the Area.			
e. Does he/she have responsibilities for prisoner arraignment?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. Does the officer command respect of his/her peer group?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
g. Is the court officer involved in the DUI Cost Recovery Program?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
h. Does the officer initiate a CHP 735, Incident Response Reimbursement Statement?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Does the officer(s)' times on the CHP 735 correspond to the times indicated on his/her CHP 415, Daily Field Record?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the officer(s) maintain a log?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Does the officer(s) forward the form to Fiscal Management Section after disposition?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
i. How many courts are within the Area's jurisdiction? One.			
j. Does the officer deal with more than one district attorney's (DA) office?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
k. Does the officer have other duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If so, what are the other duties? A/I review, range, weapons, school bus, tow truck, VIN, RSPVO, Back-up evidence, watch officer, PAS coordinator & other duties as assigned.			
8. ASSET FORFEITURE (AF) OFFICER	EVALUATED	ACTION REQUIRED	CORRECTED X
a. Does the Area have an officer assigned as AF coordinator?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Does the officer have current job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Is he/she familiar with HPM 81.5, Drug Programs Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Is Area coordinator logging AF cases separate from evidence?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Is there a process in place to ensure proper disposition of AF items?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. Does Area's log agree with the Field Services Section (FSS) and Division log?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If not, why not?			
g. Is the disposition of cases supported by documentation such as arrest reports, court order, and AF distribution memorandum?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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- h. Has the Area seized any vehicles under AF? ☐ Yes ☒ No
- (1) If so, does the AF coordinator know where the vehicles are located and their current disposition? ☐ Yes ☐ No
- i. Is the Franchise Tax Board notified of all seizures valued at \$5,000 or more? ☒ Yes ☐ No
- j. Does the AF coordinator complete a misscreen 50? ☐ Yes ☒ No
- k. Does Area notify Division of all vehicle/boat/plane seizures? ☒ Yes ☐ No
- l. Is Fleet Operations Section notified? ☒ Yes ☐ No
- m. Are all vehicles stored safely and properly protected from inclement weather? ☒ Yes ☐ No
- n. Are large sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local bank for safekeeping? ☒ Yes ☐ No
- o. Are large sums of cash deposited in a departmental interest-bearing bank account designated for AF? ☒ Yes ☐ No
- p. What is the procedure in handling monetary AF awards (checks from the DA)? The Area has not had an asset forfeiture in over 10 years.
- q. Is the check remitted to the Area's cashier for transmittal to Fiscal Management Section with proper notifications to FSS and the Division AF coordinator? ☐ Yes ☐ No

### 9. SPECIALIZED VEHICLES

EVALUATED

ACTION REQUIRED

CORRECTED X

#### a. Operation and Inspection

- (1) Is there an officer assigned to oversee the operation of specialized vehicles within the Area? ☒ Yes ☐ No
- (a) Who supervises the officer(s)? Sergeant Adkins
- (b) How much time is allocated? As needed.
- (2) Does the officer have a job description? ☒ Yes ☐ No
- (a) Is it accurate? ☒ Yes ☐ No
- (b) When was it last revised? The Area SOP is currently in revision.
- (3) Do officers understand policy concerning permits, licensing, inspections, and regulations pertaining to specialized vehicles? ☒ Yes ☐ No

#### (4) Tow Trucks

- (a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks? ☒ Yes ☐ No
- (b) Do files contain current contracts and inspection forms? ☒ Yes ☐ No
- (c) Are there any recent complaints? ☐ Yes ☒ No
- (d) Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative Supplement? ☒ Yes ☐ No
- (e) Who is responsible for inspections? Officer Michael.
- (f) Does an officer occasionally conduct a random inspection to ensure the integrity of the inspection process? ☒ Yes ☐ No
- (g) Is there evidence that discrepancies are promptly corrected? ☒ Yes ☐ No



## AREA MANAGEMENT EVALUATION

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(h) Who conducts annual tow meetings? Officer Michael.

1 Does the commander attend?

☒ Yes

☐ No

2 Is an agenda prepared?

☒ Yes

☐ No

3 Are minutes prepared and circulated for review?

☒ Yes

☐ No

4 When was the last annual meeting? June 15, 2007

(i) Are rotation and sector assignment procedures clearly established?

☒ Yes

☐ No

(j) How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list?

By Area briefing item.

(k) Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators?

☒ Yes

☐ No

#### (5) Ambulances

(a) Who is responsible for overseeing the operation of ambulances within the Area?

Officer Michael.

(b) Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2?

☒ Yes

☐ No

(c) Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13, California Code of Regulations?

☒ Yes

☐ No

(d) Are complaints received at Area investigated and documented?

☒ Yes

☐ No

(e) If ambulances are removed from service, is there any branch of county government that requests notification?

☐ Yes

☒ No

1 If so, how is this done?

(f) Are ambulance inspection forms in file current?

☒ Yes

☐ No

#### (6) Armored Vehicles

(a) Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area?

☐ Yes

☒ No

(b) What impact on the Area workload do these inspections have?

None. There are no armored cars in the Mariposa

Area.

#### (7) Authorized Emergency Vehicles (AEV)

(a) Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area?

☐ Yes

☒ No

#### 10. CALIFORNIA RESIDENT FOREIGN REGISTRATION (CRFR) PROGRAM

EVALUATED

ACTION REQUIRED

CORRECTED X

**AREA MANAGEMENT EVALUATION**

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- a. If the Department currently has an active CRFR program, does the Area have an officer assigned to investigate attempts by California residents to avoid payment of licensing and registration fees due in California? ☒ Yes ☐ No
- (1) Who supervises the officer? Sergeant Adkins
- (2) Is sufficient time allocated for this program? ☒ Yes ☐ No
- (3) Does the officer have a job description? ☒ Yes ☐ No
- (a) Is it accurate? ☒ Yes ☐ No
- b. Does the Area program follow the guidelines in the Registration Enforcement Manual, HPM 82.5, Chapter 3? ☒ Yes ☐ No
- c. Are suspected violations documented on Registration 69 forms locally processed, or sent to the DMV Registration Compliance Unit? ☒ Yes ☐ No
- (1) If locally processed, are CHP 215s, Notice to Appear, issued when it is established that California registration is due? ☒ Yes ☐ No
- d. Is the CRFR officer aware that the rules of evidence pertaining to search and seizure apply to violations of this type? ☒ Yes ☐ No
- e. Does the Area report significant statistics to Division by comm-net by the 10th of each month? ☒ Yes ☐ No
- f. Does the degree of compliance gained or the actual revenue collected as a result of the program justify its continuance? ☒ Yes ☐ No

**11. GENERAL SUPPORT**

EVALUATED **X**

ACTION REQUIRED

CORRECTED

- a. Is an officer assigned to general support including violation clearance and counter officer? ☒ Yes ☐ No
- b. What additional duties does he/she perform? Public affairs, evidence, 180 review, supply, foreign registration, TRAC computer, LAN coordinator, SSP, due diligence and assistant Area overtime coordinator.

- c. Is there a job description? ☒ Yes ☐ No
- (1) Is it accurate? ☒ Yes ☐ No
- (2) When was it last revised? The job description is currently being written.

- d. How much time is allocated to this position? As needed.
- e. With minimal instruction, could this position be handled by limited duty personnel? ☐ Yes ☒ No

**12. AREA TRAINING OFFICER**

EVALUATED **X**

ACTION REQUIRED

CORRECTED

- a. Does the Area have an officer assigned as the Area training officer? ☒ Yes ☐ No
- b. How much time is allocated to this position? Variable
- c. Who supervises the officer? Sergeant Adkins
- d. Does the officer have a job description? ☒ Yes ☐ No
- (1) When was it last revised? February 2008
- e. Does the officer command the respect of his/her peers? ☒ Yes ☐ No
- f. Does the officer have the support of the supervisors? ☒ Yes ☐ No



STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
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g. What training has been provided to the officer? Cal-photo, Cal-gangs, Chipper, PMA/OST, Taser, DRE, PSD & Honor Guard training.

h. Has he/she been trained as a Department instructor? ☐ Yes ☒ No

i. Is the officer certified as an officer safety training instructor? ☒ Yes ☐ No

j. Has he/she attended the Department's weapons/range officer training? ☐ Yes ☒ No

k. Is the officer qualified to train employees to use tactical rifles? ☐ Yes ☒ No

l. Is the officer a CPR instructor? ☐ Yes ☒ No

m. What role does the officer have in developing and/or presenting Area training programs? As coordinator he organizes, schedules and conducts training at the Area level. In addition to maintaining Area records, he tracks and schedules refresher training to prevent expired certification of the Area officers.

n. Does the officer keep Area informed of officers deficient in training or those who have superior performance? ☒ Yes ☐ No

o. Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents? ☐ Yes ☒ No

p. Does the officer assist in reviewing injuries to personnel resulting from arrest situations? ☐ Yes ☒ No

q. Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS? ☒ Yes ☐ No

r. Is the officer responsible for performing range maintenance? ☐ Yes ☒ No

s. What other duties or assignments does the training officer have? Cal-photo, Cal-gangs, Chipper, PMA/OST, Taser, DRE, PSD & Honor Guard.

**13. LIMITED DUTY**

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Does the Area currently have limited duty personnel assigned? ☐ Yes ☒ No

(1) What are their classifications, and what duties are they assigned?

b. Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment? ☐ Yes ☐ No

(1) Could they be used more efficiently? ☐ Yes ☐ No

c. If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol? ☐ Yes ☐ No

d. Are any current assignments in excess of six months? ☐ Yes ☐ No

e. Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases? ☒ Yes ☐ No

f. Are limited duty personnel having public contact appropriately attired?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>14. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS</b>	EVALUATED <b>X</b>	ACTION REQUIRED	CORRECTED
a. Does the Area have personnel assigned to special projects or tactical operations?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
b. Is the position full time or on an on-call basis?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. If full time, is the assignment for a specified number of weeks or months?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What are the duties/responsibilities of the officer?			
e. Who supervises the officer?			
f. How does he/she account for his/her time?			
g. What is the selection criteria for the assignment?			
h. Has the Area member contributed to the success or mission of the team or task force?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
i. Where coordination is appropriate with the Division Investigative Services Unit, is there ongoing discussion regarding activities?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
j. Is there a Memorandum of Understanding (MOU) on file?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
k. Is the special assignment on a reimbursable contract?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If so, is the contract being followed?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

5.b(3) This is done during the quarterly review.

8. Asset Forfeiture: The Area has not had an asset forfeiture within the last 12 years.

10.b. The Area has no Big -rig registration issues to address.

# AREA MANAGEMENT EVALUATION

## SPECIAL FUNCTIONS

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AREA Oakhurst	DIVISION Central	NUMBER 456 <i>Chapter 15</i>
EVALUATED BY W. B. Nation		DATE 09/25/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE 12/31/2008	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY Lt. W. B. Nation	
		COMMANDER'S REVIEW	DATE 09/25/2008

### 1. GENERAL

a. Are special duty assignments minimized?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is maximum efficiency attained?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are there any special duty functions which could be performed by a beat officer or other support personnel?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
b. Are assigned duties consistent with the job description?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Could duties be combined with another special duty assignment for efficiency?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Which special duty officers (positions) were interviewed?		Picked by commander.	

c. How are individuals for special duty assignments selected? Memo to the Command.

(1) Are special duty opportunities open to all officers?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does selection contribute to attainment of affirmative action goals?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

d. Can the special duty supervisor describe the duties and workload of the special duty personnel? ☒ Yes ☐ No

(1) Upon what criteria are special duty personnel evaluated? Officers are evaluated on completion of assignments and adherence to policies and procedures.

(2) Are special duty officers held accountable for their time and performance?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) How is the special duty officer's time planned? Are weekly itineraries provided to the supervisor?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

e. Do the commander and management team have an active interest in special duty programs? ☒ Yes ☐ No

(1) Is time taken by the commander to discuss activities and potential problems? ☒ Yes ☐ No

### 2. VEHICLE THEFT

EVALUATED X	ACTION REQUIRED	CORRECTED
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a. What is the scope of the Area's Vehicle Theft Program? The Area's "Vehicle theft Program" conforms to Departmental policy and goals.

b. Are there open lines of communication with the Division vehicle theft coordinator? ☒ Yes ☐ No

(1) Is the commander aware of how to obtain assistance from the Division or Headquarters coordinators? ☒ Yes ☐ No

**AREA MANAGEMENT EVALUATION**  
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(2) Who is authorized to request assistance from vehicle theft coordinators?

Area Commander and Supervisors.

c. Is the program effective?

☒ Yes ☐ No

(1) Vehicle theft recovery goals established?

☒ Yes ☐ No

(2) Goals attained?

☒ Yes ☐ No

(3) How does the current number of stolen and recovered vehicles compare to prior time periods?

Consistent with years past.

(4) Are work hours dedicated to the program appropriate?

☒ Yes ☐ No

(5) Do beat officers and supervisors have an interest in the program?

☒ Yes ☐ No

d. Is the program supported by district/city attorneys and the courts?

☒ Yes ☐ No

(1) Has the program been discussed with them?

☒ Yes ☐ No

(2) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges?

The area

maintains a very positive relationship with the District Attorney as well as the presiding Judge.

e. Do the commander and management team take a personal interest in the program?

☒ Yes ☐ No

(1) What guidance and direction is provided?

Training is provided.

f. Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area?

☒ Yes ☐ No

(1) Do they have an idea of the number of thefts and recoveries in the Area?

☒ Yes ☐ No

(2) Are they knowledgeable of the Department's Vehicle Theft Program?

☒ Yes ☐ No

(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques?

☒ Yes ☐ No

(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?

☒ Yes ☐ No

(5) Do they give guidance and direction?

☒ Yes ☐ No

(6) Do they demonstrate an interest in the program?

☒ Yes ☐ No

(7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?

☒ Yes ☐ No

g. Is vehicle theft education/training provided by Area?

☒ Yes ☐ No

(1) Are training aids used?

☒ Yes ☐ No

(2) Are division vehicle theft coordinators/investigators made available for training?

☒ Yes ☐ No

(3) Vehicle theft prevention discussed at briefings?

☒ Yes ☐ No

(4) How is information on unique problems and circumstances disseminated to beat officers?

Area Briefing's, posted, MDC and

discussions.

# AREA MANAGEMENT EVALUATION

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(5) Are officers and supervisors proficient in locating and decoding VINs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Have any Area officers earned the Department's 10851 Award?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have any officers qualified for the Master 10851 Award?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) How are awards presented?	Area training days.	
(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>3. VEHICLE IDENTIFICATION NUMBER PROGRAM</b>	EVALUATED X	ACTION REQUIRED CORRECTED
a. Is the VIN program understood by beat officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Who is the assigned VIN officer?	Officer Kramer.	
(1) How was he/she trained?	Division trained.	
(a) Is training adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the VIN officer proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the alternate VIN officer?	Officer DenBeste.	
(4) Are VIN inspections conducted in a secure setting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is Field Support Section used as a resource?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. What kind of system is in place to control the VIN officer's workload?	Workload controlled by Special Duty Supervisor.	
(1) Are VIN assignments/verifications done on an appointment basis?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is there an excessive backlog?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is the vehicle owner's convenience a consideration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are field officers and employees having public contact aware of the system used by the VIN officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are associated documents processed promptly and submitted on time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is there proper security for replacement VIN plates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are inventory controls adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are entries legible?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do records match inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are required reports accurate and submitted properly?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Does the VIN officer use relevant information available from allied agencies, DMV and NICB?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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- f. Does VIN officer belong to any professional organizations for exchange of information, such as memberships in any type of various vehicle theft investigator's associations? ☐ Yes ☒ No

### 4. SCHOOL PUPIL AND FARM LABOR (SP&FL) TRANSPORTATION SAFETY

EVALUATED

X

ACTION REQUIRED

CORRECTED

- a. Is the Area commander and management team aware of all aspects of the SP&FL Transportation Safety Program conducted in the Area? ☒ Yes ☐ No
- b. Does the Area have either a uniformed SP&FL Transportation Officer or a nonuniformed School Bus Officer/Coordinator? ☒ Yes ☐ No
- (1) Are Area files maintained as required by HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual? ☒ Yes ☐ No
- (a) Driver records, CHP 295, State Department of Education T-01, criminal record information, etc.? ☒ Yes ☐ No
- (b) CHP 100E, Monthly Activity Report? ☒ Yes ☐ No
- (c) School Bus Traffic Collision Reports and DMV printout H-6? ☒ Yes ☐ No
- (d) Approved stops list? ☒ Yes ☐ No
- (2) Is the School Pupil Transportation Safety Officer/Coordinator proficient in performing assigned duties? ☒ Yes ☐ No
- (a) Are duties performed in conformance with HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual? ☒ Yes ☐ No
- (3) Who is the alternate School Pupil Transportation Safety Officer/Coordinator? Officer Solso.
- (4) Are CHP 100Es, Monthly Activity Report, submitted in a timely manner? ☒ Yes ☐ No
- (5) Is program time properly justified? ☒ Yes ☐ No
- (a) How much time is allotted? As needed.
- (b) Is time sufficient to meet departmental objectives? ☒ Yes ☐ No
- (c) Is the time expended within the Area's allotment? ☒ Yes ☐ No
- c. Is responsibility for supervision of the School Pupil Transportation Safety Program assigned to a specific supervisor? ☒ Yes ☐ No
- (1) Does the supervisor have adequate knowledge of the functions of the Area program? ☒ Yes ☐ No
- (2) Does the supervisor have a copy of HPM 82.4, School Pupil and Farm Labor Transportation Safety manual? ☒ Yes ☐ No
- (3) Is he/she aware of the officer/coordinator's workload? ☒ Yes ☐ No
- (4) Does the supervisor review CHP 100Es, Monthly Activity Report, submitted by the officer/coordinator? ☒ Yes ☐ No
- d. What training has the School Pupil Safety Transportation Safety Officer/Coordinator had? Attended one-week training class. Attended In-Service Training classes? Have a thorough, practical knowledge of:
- (1) Departmental policy relating to the School Pupil Safety Transportation Safety Program? ☒ Yes ☐ No
- (2) School bus driver certification? ☒ Yes ☐ No
- (3) School bus accident investigation? ☒ Yes ☐ No
- (4) School bus reinspection? ☒ Yes ☐ No
- (5) School bus routes and stops? ☒ Yes ☐ No

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e. Does the officer/coordinator coordinate activities and information with adjacent Areas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Is he/she aware of the technical assistance available from Commercial Vehicle Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
f. Is there a sound procedure for scheduling and administering written tests?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are certain days selected for testing so that a maximum number of applicants can be tested at one time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Who administers the test? Officer Kramer.			
(3) Is a proctor present?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(4) Adequate supply of the five variations of both the driver and first aid tests on hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(5) Who reviews the tests with the applicants? Officer Kramer.			
(6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(7) Are driving errors discussed with the applicant?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(8) Is the school bus transportation supervisor advised of any additional training needs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
g. Does the School Pupil Safety Transportation Officer conduct on-scene investigations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are follow-up investigations conducted when appropriate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Are appropriate special coding made on all school bus investigations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
h. Are hazardous routes or stops reported in writing to the governing board of the school district?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) How many approved stops exist in the Area? Approximately 100.			
i. Do field officers take appropriate enforcement and follow-up action for observed school pupil safety related violations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>5. EVIDENCE/PROPERTY CONTROL</b>	EVALUATED N/A	ACTION REQUIRED	CORRECTED
a. Has the Area commander demonstrated an interest in the proper control of evidence and property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Who has been assigned by the commander as the evidence/property officer?			
(2) Has an alternate for this position been assigned?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Who is the evidence/property supervisor?			
b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evidence Manual?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Does the supervisor fully understand his/her responsibilities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inventories?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Has a system been implemented which will ensure maintenance of the chain of possession for evidence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Is the system adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	



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(3) Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are entered items canceled when the property is no longer in CHP possession?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Have procedures been examined for retaining and disposing of:		
(1) Evidence.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Property.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Weapons.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Controlled substances.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Alcoholic beverages.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) License plates.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Money.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Has unclaimed property of value been picked up by the Department of General Services, Material Services Section, for storage and disposal after it has been held for 30 days?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Has the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is the system adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a suspense system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are all items properly identified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are accurate records kept on weapons and controlled substances which have been disposed of?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do Area records compare accurately with court records?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are periodic audits completed to ensure integrity of the property system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has a semiannual audit of the property system been conducted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Have more frequent audits been conducted in identified problem areas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Have inventories been conducted periodically to ensure integrity of the system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Is security adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a security log maintained in the property room?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	<input type="checkbox"/> Yes	<input type="checkbox"/> No



## AREA MANAGEMENT EVALUATION

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(2) How many sets of keys are there to the evidence/property room and the temporary evidence storage lockers?

(a) Is the distribution of the keys according to policy?

☐ Yes ☐ No

(3) Is the evidence/property officer other than the court officer?

☐ Yes ☐ No

(a) Is the evidence/property officer other than a field officer or an officer involved in collecting evidence?

☐ Yes ☐ No

(4) Is the property room accessible by repair/maintenance personnel?

☐ Yes ☐ No

(a) Is the room accessible by repair/maintenance personnel?

☐ Yes ☐ No

(b) Is there a false ceiling?

☐ Yes ☐ No

(c) Are door hinges on the inside of the room?

☐ Yes ☐ No

(d) Are any items which require access by other than the evidence/property officer stored in the room?

☐ Yes ☐ No

(e) Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual?

☐ Yes ☐ No

(If not, have steps been initiated to correct the problem?)

☐ Yes ☐ No

(5) Are pass-through type temporary storage lockers secured from the inside to prevent entry?

☐ Yes ☐ No

(a) Is evidence left in these lockers for no more than one day?

☐ Yes ☐ No

(6) Is Area knowledgeable of investigatory requirements in the event of any instance of suspected tampering with packages containing controlled substances?

☐ Yes ☐ No

(a) Have any internal investigations been initiated by Area for any such incidents?

☐ Yes ☐ No

#### 6. COLLISION INVESTIGATION FOLLOW-UP

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Does the Area have an AI officer?

☒ Yes ☐ No

b. Who is responsible for supervising the officer? Day shift supervisor.

c. How much time is allocated to the position? 15 hours a-week.

(1) Is time allocated sufficient?

☒ Yes ☐ No

d. Does the collision investigation follow-up officer have a job description?

☒ Yes ☐ No

(1) Is it current?

☒ Yes ☐ No

(2) What are the officer's duties? Review collision reports, log reports, conducting or arranging follow-up investigations, compiling stats, tracking collisions on a pin map, accepting counter reports, coordinating investigations with Central Division MAIT.

e. Does the officer understand special reporting requirements?

☒ Yes ☐ No

f. Does the officer have training or special qualifications that complement the position?

☒ Yes ☐ No

g. Is the officer available to respond to accidents to provide technical assistance?

☒ Yes ☐ No

h. Does the officer identify training needs and discuss them with his/her supervisor?

☒ Yes ☐ No

i. Does the officer prepare charts, graphs, or statistics that identify problem locations for deployment purposes?

☒ Yes ☐ No

j. Does the officer have other duties, if so, what are they?

☒ Yes ☐ No

Evidence officer, PIO, Watch officer and Court officer.

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### 7. COURT LIAISON OFFICER

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Does the Area have an officer assigned court liaison duties?

☒ Yes

☐ No

b. Who supervises the officer? Shift supervisor.

c. How much time is allocated to the position? 15 hours a-week.

d. Does the officer have a job description?

☒ Yes

☐ No

(1) Is it accurate?

☒ Yes

☐ No

(2) When was it last revised? 01/08

(3) What are the officer's duties? Prepare and deliver complaints to the court and provide liaison between District Attorney's office and Area.

e. Does he/she have responsibilities for prisoner arraignment?

☐ Yes

☒ No

f. Does the officer command respect of his/her peer group?

☒ Yes

☐ No

g. Is the court officer involved in the DUI Cost Recovery Program?

☒ Yes

☐ No

h. Does the officer initiate a CHP 735, Incident Response Reimbursement Statement?

☒ Yes

☐ No

(1) Does the officer(s)' times on the CHP 735 correspond to the times indicated on his/her CHP 415, Daily Field Record?

☒ Yes

☐ No

(2) Does the officer(s) maintain a log?

☒ Yes

☐ No

(3) Does the officer(s) forward the form to Fiscal Management Section after disposition?

☒ Yes

☐ No

i. How many courts are within the Area's jurisdiction?

j. Does the officer deal with more than one district attorney's (DA) office?

☒ Yes

☐ No

k. Does the officer have other duties?

☒ Yes

☐ No

(1) If so, what are the other duties? Evidence officer, PIO, Watch officer and A/I review officer.

### 8. ASSET FORFEITURE (AF) OFFICER

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Does the Area have an officer assigned as AF coordinator?

☒ Yes

☐ No

b. Does the officer have current job description?

☒ Yes

☐ No

c. Is he/she familiar with HPM 81.5, Drug Programs Manual?

☒ Yes

☐ No

d. Is Area coordinator logging AF cases separate from evidence?

☒ Yes

☐ No

e. Is there a process in place to ensure proper disposition of AF items?

☒ Yes

☐ No

f. Does Area's log agree with the Field Services Section (FSS) and Division log?

☒ Yes

☐ No

(1) If not, why not?

g. Is the disposition of cases supported by documentation such as arrest reports, court order, and AF distribution memorandum?

☒ Yes

☐ No

## AREA MANAGEMENT EVALUATION

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h. Has the Area seized any vehicles under AF?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) If so, does the AF coordinator know where the vehicles are located and their current disposition?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
i. Is the Franchise Tax Board notified of all seizures valued at \$5,000 or more?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
j. Does the AF coordinator complete a misscreen 50?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
k. Does Area notify Division of all vehicle/boat/plane seizures?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
l. Is Fleet Operations Section notified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
m. Are all vehicles stored safely and properly protected from inclement weather?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
n. Are large sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local bank for safekeeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
o. Are large sums of cash deposited in a departmental interest-bearing bank account designated for AF?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
p. What is the procedure in handling monetary AF awards (checks from the DA)?	Area has never had an Asset Forfeiture Case.	
(Area established June/03)		
q. Is the check remitted to the Area's cashier for transmittal to Fiscal Management Section with proper notifications to FSS and the Division AF coordinator?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### 9. SPECIALIZED VEHICLES

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Operation and Inspection		
(1) Is there an officer assigned to oversee the operation of specialized vehicles within the Area?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) Who supervises the officer(s)? No specialized vehicles assigned to the area.		
(b) How much time is allocated?		
(2) Does the officer have a job description?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is it accurate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) When was it last revised?		
(3) Do officers understand policy concerning permits, licensing, inspections, and regulations pertaining to specialized vehicles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Tow Trucks		
(a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Do files contain current contracts and inspection forms?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Are there any recent complaints?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(d) Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative Supplement?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) Who is responsible for inspections? Officer Kramer.		
(f) Does an officer occasionally conduct a random inspection to ensure the integrity of the inspection process?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Is there evidence that discrepancies are promptly corrected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**AREA MANAGEMENT EVALUATION  
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(h) Who conducts annual tow meetings? Officer Kramer.

1 Does the commander attend?

☒ Yes ☐ No

2 Is an agenda prepared?

☒ Yes ☐ No

3 Are minutes prepared and circulated for review?

☒ Yes ☐ No

4 When was the last annual meeting? 04/07

(i) Are rotation and sector assignment procedures clearly established?

☒ Yes ☐ No

(j) How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list?

Area briefing's.

(k) Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators?

☒ Yes ☐ No

**(5) Ambulances**

(a) Who is responsible for overseeing the operation of ambulances within the Area?

Officer Kramer

(b) Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2?

☒ Yes ☐ No

(c) Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13, California Code of Regulations?

☒ Yes ☐ No

(d) Are complaints received at Area investigated and documented?

☒ Yes ☐ No

(e) If ambulances are removed from service, is there any branch of county government that requests notification?

☒ Yes ☐ No

1 If so, how is this done?

Letter from the commander.

(f) Are ambulance inspection forms in file current?

☒ Yes ☐ No

**(6) Armored Vehicles**

(a) Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area?

☐ Yes ☒ No

(b) What impact on the Area workload do these inspections have?

**(7) Authorized Emergency Vehicles (AEV)**

(a) Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area? *N/A*

☐ Yes ☐ No

**0. CALIFORNIA RESIDENT FOREIGN REGISTRATION (CRFR)  
PROGRAM**

EVALUATED  
X

ACTION REQUIRED

CORRECTED

**AREA MANAGEMENT EVALUATION**  
**SPECIAL FUNCTIONS**

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a. If the Department currently has an active CRFR program, does the Area have an officer assigned to investigate attempts by California residents to avoid payment of licensing and registration fees due in California? ☒ Yes ☐ No

(1) Who supervises the officer? Shift supervisor.

(2) Is sufficient time allocated for this program? ☒ Yes ☐ No

(3) Does the officer have a job description? ☒ Yes ☐ No

(a) Is it accurate? ☒ Yes ☐ No

b. Does the Area program follow the guidelines in the Registration Enforcement Manual, HPM 82.5, Chapter 3? ☒ Yes ☐ No

c. Are suspected violations documented on Registration 69 forms locally processed, or sent to the DMV Registration Compliance Unit? ☒ Yes ☐ No

(1) If locally processed, are CHP 215s, Notice to Appear, issued when it is established that California registration is due? ☒ Yes ☐ No

d. Is the CRFR officer aware that the rules of evidence pertaining to search and seizure apply to violations of this type? ☒ Yes ☐ No

e. Does the Area report significant statistics to Division by comm-net by the 10th of each month? ☒ Yes ☐ No

f. Does the degree of compliance gained or the actual revenue collected as a result of the program justify its continuance? ☒ Yes ☐ No

**11. GENERAL SUPPORT**

EVALUATED  
X

ACTION REQUIRED

CORRECTED

a. Is an officer assigned to general support including violation clearance and counter officer? ☒ Yes ☐ No

b. What additional duties does he/she perform? School Bus officer, Training officer, Supply officer.

c. Is there a job description? ☒ Yes ☐ No

(1) Is it accurate? ☒ Yes ☐ No

(2) When was it last revised? 04/07

d. How much time is allocated to this position? As needed.

e. With minimal instruction, could this position be handled by limited duty personnel? ☐ Yes ☒ No

**12. AREA TRAINING OFFICER**

EVALUATED  
X

ACTION REQUIRED

CORRECTED

a. Does the Area have an officer assigned as the Area training officer? ☒ Yes ☐ No

b. How much time is allocated to this position?

c. Who supervises the officer? Shift Supervisor.

d. Does the officer have a job description? ☒ Yes ☐ No

(1) When was it last revised?

e. Does the officer command the respect of his/her peers? ☒ Yes ☐ No

f. Does the officer have the support of the supervisors? ☒ Yes ☐ No

# AREA MANAGEMENT EVALUATION

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g. What training has been provided to the officer? OST, PMA.

h. Has he/she been trained as a Department instructor?

☒ Yes ☐ No

i. Is the officer certified as an officer safety training instructor?

☒ Yes ☐ No

j. Has he/she attended the Department's weapons/range officer training?

☐ Yes ☒ No

k. Is the officer qualified to train employees to use tactical rifles?

☐ Yes ☒ No

l. Is the officer a CPR instructor?

☐ Yes ☒ No

m. What role does the officer have in developing and/or presenting Area training programs? Organizes schedules and conducts training at the area level. Maintains area records, tracks and schedules refresher training to prevent the expirations of certifications.

n. Does the officer keep Area informed of officers deficient in training or those who have superior performance?

☒ Yes ☐ No

o. Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents?

☐ Yes ☒ No

p. Does the officer assist in reviewing injuries to personnel resulting from arrest situations?

☐ Yes ☒ No

q. Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS?

☒ Yes ☐ No

r. Is the officer responsible for performing range maintenance?

☐ Yes ☒ No

s. What other duties or assignments does the training officer have?

### 13. LIMITED DUTY

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Does the Area currently have limited duty personnel assigned?

☒ Yes ☐ No

(1) What are their classifications, and what duties are they assigned? Sergeant

b. Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment?

☒ Yes ☐ No

(1) Could they be used more efficiently?

☐ Yes ☒ No

c. If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol?

☐ Yes ☒ No

d. Are any current assignments in excess of six months?

☐ Yes ☒ No

e. Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases?

☒ Yes ☐ No

**AREA MANAGEMENT EVALUATION****SPECIAL FUNCTIONS**

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f. Are limited duty personnel having public contact appropriately attired?

☒ Yes☐ No**14. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS**

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Does the Area have personnel assigned to special projects or tactical operations?

☐ Yes☒ No

b. Is the position full time or on an on-call basis?

☐ Yes☐ No

c. If full time, is the assignment for a specified number of weeks or months?

☐ Yes☐ No

d. What are the duties/responsibilities of the officer?

Area does not have anyone assigned to a Task Force.

e. Who supervises the officer?

f. How does he/she account for his/her time?

g. What is the selection criteria for the assignment?

h. Has the Area member contributed to the success or mission of the team or task force?

☐ Yes☐ No

i. Where coordination is appropriate with the Division Investigative Services Unit, is there ongoing discussion regarding activities?

☐ Yes☐ No

j. Is there a Memorandum of Understanding (MOU) on file?

☐ Yes☐ No

k. Is the special assignment on a reimbursable contract?

☐ Yes☐ No

(1) If so, is the contract being followed?

☐ Yes☐ No


# AREA MANAGEMENT EVALUATION

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AREA 460	DIVISION Central	NUMBER
EVALUATED BY Officer Luis Lara		DATE 08/20/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW  DATE 10/6/08

### 1. GENERAL

EVALUATED Yes	ACTION REQUIRED No	CORRECTED
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a. Are special duty assignments minimized? ☒ Yes ☐ No

(1) Is maximum efficiency attained? ☒ Yes ☐ No

(2) Are there any special duty functions which could be performed by a beat officer or other support personnel? ☒ Yes ☐ No

b. Are assigned duties consistent with the job description? ☒ Yes ☐ No

(1) Could duties be combined with another special duty assignment for efficiency? ☐ Yes ☒ No

(2) Which special duty officers (positions) were interviewed? None.

c. How are individuals for special duty assignments selected? Officers submit a memorandum of interest. Special Duty Officers are selected by management staff based on qualifications.

(1) Are special duty opportunities open to all officers? ☒ Yes ☐ No

(2) Does selection contribute to attainment of affirmative action goals? ☒ Yes ☐ No

d. Can the special duty supervisor describe the duties and workload of the special duty personnel? ☒ Yes ☐ No

(1) Upon what criteria are special duty personnel evaluated? Special duty is evaluated based on qualification

(2) Are special duty officers held accountable for their time and performance? ☒ Yes ☐ No

(3) How is the special duty officer's time planned? Are weekly itineraries provided to the supervisor? ☐ Yes ☒ No

e. Do the commander and management team have an active interest in special duty programs? ☒ Yes ☐ No

(1) Is time taken by the commander to discuss activities and potential problems? ☒ Yes ☐ No

### 2. VEHICLE THEFT

EVALUATED Yes	ACTION REQUIRED Yes	CORRECTED
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a. What is the scope of the Area's Vehicle Theft Program? Reduce occurrences of vehicle thefts through coordination with the Division Vehicle Theft Officer and training.

b. Are there open lines of communication with the Division vehicle theft coordinator? ☒ Yes ☐ No

(1) Is the commander aware of how to obtain assistance from the Division or Headquarters coordinators? ☒ Yes ☐ No



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(2) Who is authorized to request assistance from vehicle theft coordinators? Field Personnel are authorized to contact the Division Auto Theft Investigator through channels.

c. Is the program effective? ☒ Yes ☐ No

(1) Vehicle theft recovery goals established? ☒ Yes ☐ No

(2) Goals attained? ☒ Yes ☐ No

(3) How does the current number of stolen and recovered vehicles compare to prior time periods?

(4) Are work hours dedicated to the program appropriate? ☒ Yes ☐ No

(5) Do beat officers and supervisors have an interest in the program? ☒ Yes ☐ No

d. Is the program supported by district/city attorneys and the courts? ☒ Yes ☐ No

(1) Has the program been discussed with them? ☒ Yes ☐ No

(2) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges?

e. Do the commander and management team take a personal interest in the program? ☒ Yes ☐ No

(1) What guidance and direction is provided?

f. Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area? ☒ Yes ☐ No

(1) Do they have an idea of the number of thefts and recoveries in the Area? ☒ Yes ☐ No

(2) Are they knowledgeable of the Department's Vehicle Theft Program? ☒ Yes ☐ No

(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques? ☒ Yes ☐ No

(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures? ☒ Yes ☐ No

(5) Do they give guidance and direction? ☒ Yes ☐ No

(6) Do they demonstrate an interest in the program? ☒ Yes ☐ No

(7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued? ☒ Yes ☐ No

g. Is vehicle theft education/training provided by Area? ☒ Yes ☐ No

(1) Are training aids used? ☒ Yes ☐ No

(2) Are division vehicle theft coordinators/investigators made available for training? ☒ Yes ☐ No

(3) Vehicle theft prevention discussed at briefings? ☒ Yes ☐ No

(4) How is information on unique problems and circumstances disseminated to beat officers? Through emails and briefing items from the Division Auto Theft Investigator.

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(5) Are officers and supervisors proficient in locating and decoding VINs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Have any Area officers earned the Department's 10851 Award?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have any officers qualified for the Master 10851 Award?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) How are awards presented? During Area Training day, the Commander presents the awards to the recipients. Division Chiefs are invited to attend.		
(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>3. VEHICLE IDENTIFICATION NUMBER PROGRAM</b>	EVALUATED Yes	ACTION REQUIRED No
a. Is the VIN program understood by beat officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Who is the assigned VIN officer? Officer Phillip Riggins, #9662		
(1) How was he/she trained? Trained by previous VIN officer, 40 hours of Vehicle Auto Theft Training, and a total of 12 years experience.		
(a) Is training adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the VIN officer proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the alternate VIN officer? None		
(4) Are VIN inspections conducted in a secure setting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is Field Support Section used as a resource?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. What kind of system is in place to control the VIN officer's workload? VIN inspections are mainly completed by appointment only.		
(1) Are VIN assignments/verifications done on an appointment basis?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is there an excessive backlog?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Is the vehicle owner's convenience a consideration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are field officers and employees having public contact aware of the system used by the VIN officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are associated documents processed promptly and submitted on time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is there proper security for replacement VIN plates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are inventory controls adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are entries legible?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do records match inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are required reports accurate and submitted properly?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Does the VIN officer use relevant information available from allied agencies, DMV and NICB?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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- f. Does VIN officer belong to any professional organizations for exchange of information, such as memberships in any type of various vehicle theft investigator's associations? ☐ Yes ☒ No

4. SCHOOL PUPIL AND FARM LABOR (SP&FL) TRANSPORTATION SAFETY	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Is the Area commander and management team aware of all aspects of the SP&FL Transportation Safety Program conducted in the Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Does the Area have either a uniformed SP&FL Transportation Officer or a nonuniformed School Bus Officer/Coordinator?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are Area files maintained as required by HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Driver records, CHP 295, State Department of Education T-01, criminal record information, etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(b) CHP 100E, Monthly Activity Report?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(c) School Bus Traffic Collision Reports and DMV printout H-6?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(d) Approved stops list?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(2) Is the School Pupil Transportation Safety Officer/Coordinator proficient in performing assigned duties?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Are duties performed in conformance with HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Who is the alternate School Pupil Transportation Safety Officer/Coordinator? None			
(4) Are CHP 100Es, Monthly Activity Report, submitted in a timely manner?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(5) Is program time properly justified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) How much time is allotted? 25 hours per week.			
(b) Is time sufficient to meet departmental objectives?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(c) Is the time expended within the Area's allotment?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
c. Is responsibility for supervision of the School Pupil Transportation Safety Program assigned to a specific supervisor?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Does the supervisor have adequate knowledge of the functions of the Area program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Does the supervisor have a copy of HPM 82.4, School Pupil and Farm Labor Transportation Safety manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Is he/she aware of the officer/coordinator's workload?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(4) Does the supervisor review CHP 100Es, Monthly Activity Report, submitted by the officer/coordinator?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
d. What training has the School Pupil Safety Transportation Safety Officer/Coordinator had? Attended In-Service Training classes? Have a thorough, practical knowledge of: School Bus Coordinator Initial Training			
(1) Departmental policy relating to the School Pupil Safety Transportation Safety Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) School bus driver certification?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) School bus accident investigation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(4) School bus reinspection?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(5) School bus routes and stops?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

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e. Does the officer/coordinator coordinate activities and information with adjacent Areas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is he/she aware of the technical assistance available from Commercial Vehicle Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is there a sound procedure for scheduling and administering written tests?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are certain days selected for testing so that a maximum number of applicants can be tested at one time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who administers the test? School Bus Officer		
(3) Is a proctor present?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Adequate supply of the five variations of both the driver and first aid tests on hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Who reviews the tests with the applicants? School Bus Officer		
(6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Are driving errors discussed with the applicant?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is the school bus transportation supervisor advised of any additional training needs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Does the School Pupil Safety Transportation Officer conduct on-scene investigations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are follow-up investigations conducted when appropriate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are appropriate special coding made on all school bus investigations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Are hazardous routes or stops reported in writing to the governing board of the school district?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) How many approved stops exist in the Area? The Area is in the process of obtaining a list of approved stops.		
i. Do field officers take appropriate enforcement and follow-up action for observed school pupil safety related violations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>5. EVIDENCE/PROPERTY CONTROL</b>	EVALUATED Yes	ACTION REQUIRED Yes
a. Has the Area commander demonstrated an interest in the proper control of evidence and property?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who has been assigned by the commander as the evidence/property officer? Officer Charles Watson, #15656		
(2) Has an alternate for this position been assigned?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the evidence/property supervisor? Sergeant Glin Lamerson, #12344		
b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the supervisor fully understand his/her responsibilities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inventories?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Has a system been implemented which will ensure maintenance of the chain of possession for evidence?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(3) Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are entered items canceled when the property is no longer in CHP possession?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Have procedures been examined for retaining and disposing of:		
(1) Evidence.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Property.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Weapons.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Controlled substances.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Alcoholic beverages.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) License plates.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Money.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Has unclaimed property of value been picked up by the Department of General Services, Material Services Section, for storage and disposal after it has been held for 30 days?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Has the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a suspense system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are all items properly identified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are accurate records kept on weapons and controlled substances which have been disposed of?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do Area records compare accurately with court records?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are periodic audits completed to ensure integrity of the property system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has a semiannual audit of the property system been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Have more frequent audits been conducted in identified problem areas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Have inventories been conducted periodically to ensure integrity of the system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Is security adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a security log maintained in the property room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

(2) How many sets of keys are there to the evidence/property room and the temporary evidence storage lockers? 2

(a) Is the distribution of the keys according to policy? ☒ Yes ☐ No

(3) Is the evidence/property officer other than the court officer? ☒ Yes ☐ No

(a) Is the evidence/property officer other than a field officer or an officer involved in collecting evidence? ☒ Yes ☐ No

(4) Is the property room accessible by repair/maintenance personnel? ☐ Yes ☒ No

(a) Is the room accessible by repair/maintenance personnel? ☐ Yes ☒ No

(b) Is there a false ceiling? ☐ Yes ☒ No

(c) Are door hinges on the inside of the room? ☒ Yes ☐ No

(d) Are any items which require access by other than the evidence/property officer stored in the room? ☐ Yes ☒ No

(e) Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual? ☐ Yes ☒ No

(If not, have steps been initiated to correct the problem?) ☒ Yes ☐ No

(5) Are pass-through type temporary storage lockers secured from the inside to prevent entry? ☒ Yes ☐ No

(a) Is evidence left in these lockers for no more than one day? ☒ Yes ☐ No

(6) Is Area knowledgeable of investigatory requirements in the event of any instance of suspected tampering with packages containing controlled substances? ☒ Yes ☐ No

(a) Have any internal investigations been initiated by Area for any such incidents? ☐ Yes ☒ No

**6. COLLISION INVESTIGATION FOLLOW-UP**

EVALUATED  
Yes

ACTION REQUIRED  
No

CORRECTED

a. Does the Area have an AI officer? ☒ Yes ☐ No

b. Who is responsible for supervising the officer? Sergeant Glin Lamerson, #12344

c. How much time is allocated to the position? 39 hours per week

(1) Is time allocated sufficient? ☒ Yes ☐ No

d. Does the collision investigation follow-up officer have a job description? ☒ Yes ☐ No

(1) Is it current? ☒ Yes ☐ No

(2) What are the officer's duties? Duties include logging reports, reviewing reports, provide statistical information, arranges for follow-up investigations, and assists officers with any questions in regards to the collision.

e. Does the officer understand special reporting requirements? ☒ Yes ☐ No

f. Does the officer have training or special qualifications that complement the position? ☒ Yes ☐ No

g. Is the officer available to respond to accidents to provide technical assistance? ☒ Yes ☐ No

h. Does the officer identify training needs and discuss them with his/her supervisor? ☒ Yes ☐ No

i. Does the officer prepare charts, graphs, or statistics that identify problem locations for deployment purposes? ☒ Yes ☐ No

j. Does the officer have other duties, if so, what are they? ☒ Yes ☐ No

Radio Extender Maintenance Officer

7. COURT LIAISON OFFICER	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Does the Area have an officer assigned court liaison duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Who supervises the officer? Sergeant Glin Lamerson			
c. How much time is allocated to the position? 30 hours per week			
d. Does the officer have a job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is it accurate?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) When was it last revised? 12/05/2006			
(3) What are the officer's duties? The officer's duties include reviewing all felony in-custody reports, deliver notice to appears and arrest reports to the court/District Attorney's Office, and logs and processes reports prior to filing.			
e. Does he/she have responsibilities for prisoner arraignment?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. Does the officer command respect of his/her peer group?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
g. Is the court officer involved in the DUI Cost Recovery Program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
h. Does the officer initiate a CHP 735, Incident Response Reimbursement Statement?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the officer(s)' times on the CHP 735 correspond to the times indicated on his/her CHP 415, Daily Field Record?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the officer(s) maintain a log?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Does the officer(s) forward the form to Fiscal Management Section after disposition?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
i. How many courts are within the Area's jurisdiction? One			
j. Does the officer deal with more than one district attorney's (DA) office?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
k. Does the officer have other duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If so, what are the other duties? PAS/ EPAS Coordinator, LAN Coordinator, Asset Forfeiture Officer, and SSP Officer			

8. ASSET FORFEITURE (AF) OFFICER	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Does the Area have an officer assigned as AF coordinator?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Does the officer have current job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Is he/she familiar with HPM 81.5, Drug Programs Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Is Area coordinator logging AF cases separate from evidence?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Is there a process in place to ensure proper disposition of AF items?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. Does Area's log agree with the Field Services Section (FSS) and Division log?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If not, why not?			
g. Is the disposition of cases supported by documentation such as arrest reports, court order, and AF distribution memorandum?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



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h. Has the Area seized any vehicles under AF?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) If so, does the AF coordinator know where the vehicles are located and their current disposition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
i. Is the Franchise Tax Board notified of all seizures valued at \$5,000 or more?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
j. Does the AF coordinator complete a mis-screen 50?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
k. Does Area notify Division of all vehicle/boat/plane seizures?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
l. Is Fleet Operations Section notified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
m. Are all vehicles stored safely and properly protected from inclement weather?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
n. Are large sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local bank for safekeeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
o. Are large sums of cash deposited in a departmental interest-bearing bank account designated for AF?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
p. What is the procedure in handling monetary AF awards (checks from the DA)? The monetary AF awards are forwarded to Fiscal Management.		
q. Is the check remitted to the Area's cashier for transmittal to Fiscal Management Section with proper notifications to FSS and the Division AF coordinator?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

<b>9. SPECIALIZED VEHICLES</b>	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
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a. Operation and Inspection		
(1) Is there an officer assigned to oversee the operation of specialized vehicles within the Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Who supervises the officer(s)? Officer Charles Watson, # 15656		
(b) How much time is allocated? 4 hours a month		
(2) Does the officer have a job description?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is it accurate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) When was it last revised? 12/05/2006		
(3) Do officers understand policy concerning permits, licensing, inspections, and regulations pertaining to specialized vehicles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Tow Trucks		
(a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Do files contain current contracts and inspection forms?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Are there any recent complaints?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative Supplement?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) Who is responsible for inspections? Officer Charles Watson, #15656		
(f) Does an officer occasionally conduct a random inspection to ensure the integrity of the inspection process?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Is there evidence that discrepancies are promptly corrected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No



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(h) Who conducts annual tow meetings? Officer Charles Watson, #15656

- 1 Does the commander attend? ☒ Yes ☐ No
- 2 Is an agenda prepared? ☒ Yes ☐ No
- 3 Are minutes prepared and circulated for review? ☒ Yes ☐ No
- 4 When was the last annual meeting? 05/2008

(i) Are rotation and sector assignment procedures clearly established? ☒ Yes ☐ No

(j) How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list? By e-mail or are suspended through CAD.

(k) Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators? ☒ Yes ☐ No

(5) Ambulances

(a) Who is responsible for overseeing the operation of ambulances within the Area? Officer Charles Watson, #15656

(b) Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2? ☒ Yes ☐ No

(c) Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13, California Code of Regulations? ☒ Yes ☐ No

(d) Are complaints received at Area investigated and documented? ☒ Yes ☐ No

(e) If ambulances are removed from service, is there any branch of county government that requests notification? ☐ Yes ☒ No

1 If so, how is this done?

(f) Are ambulance inspection forms in file current? ☒ Yes ☐ No

(6) Armored Vehicles

(a) Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area? ☐ Yes ☒ No

(b) What impact on the Area workload do these inspections have? N/A

(7) Authorized Emergency Vehicles (AEV)

(a) Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area? ☐ Yes ☒ No

**10. CALIFORNIA RESIDENT FOREIGN REGISTRATION (CRFR) PROGRAM**

EVALUATED  
Yes

ACTION REQUIRED  
No

CORRECTED

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a. If the Department currently has an active CRFR program, does the Area have an officer assigned to investigate attempts by California residents to avoid payment of licensing and registration fees due in California? ☒ Yes ☐ No

(1) Who supervises the officer? Sergeant Glin Lamerson, #12344

(2) Is sufficient time allocated for this program? ☒ Yes ☐ No

(3) Does the officer have a job description? ☒ Yes ☐ No

(a) Is it accurate? ☒ Yes ☐ No

b. Does the Area program follow the guidelines in the Registration Enforcement Manual, HPM 82.5, Chapter 3? ☒ Yes ☐ No

c. Are suspected violations documented on Registration 69 forms locally processed, or sent to the DMV Registration Compliance Unit? ☒ Yes ☐ No

(1) If locally processed, are CHP 215s, Notice to Appear, issued when it is established that California registration is due? ☐ Yes ☐ No

d. Is the CRFR officer aware that the rules of evidence pertaining to search and seizure apply to violations of this type? ☒ Yes ☐ No

e. Does the Area report significant statistics to Division by comm-net by the 10th of each month? ☒ Yes ☐ No

f. Does the degree of compliance gained or the actual revenue collected as a result of the program justify its continuance? ☒ Yes ☐ No

**11. GENERAL SUPPORT**

EVALUATED  
Yes

ACTION REQUIRED  
No

CORRECTED

a. Is an officer assigned to general support including violation clearance and counter officer? ☒ Yes ☐ No

b. What additional duties does he/she perform? Assist public with proof of correction violations, traffic collision or stolen vehicle reports.

Provide public with information in regards to traffic regulations, and maintain a CHP 180 log

c. Is there a job description? ☒ Yes ☐ No

(1) Is it accurate? ☒ Yes ☐ No

(2) When was it last revised? 02/01/2006

d. How much time is allocated to this position? 20 hours per week

e. With minimal instruction, could this position be handled by limited duty personnel? ☒ Yes ☐ No

**12. AREA TRAINING OFFICER**

EVALUATED  
Yes

ACTION REQUIRED  
No

CORRECTED

a. Does the Area have an officer assigned as the Area training officer? ☒ Yes ☐ No

b. How much time is allocated to this position? 20 hours per week

c. Who supervises the officer? Sergeant Glin Lamerson, #12344

d. Does the officer have a job description? ☒ Yes ☐ No

(1) When was it last revised? 02/2006

e. Does the officer command the respect of his/her peers? ☒ Yes ☐ No

f. Does the officer have the support of the supervisors? ☒ Yes ☐ No

g. What training has been provided to the officer? Emergency Medical Responder Instructor, CPR instructor, and FOTS instructor.

h. Has he/she been trained as a Department instructor? ☐ Yes ☒ No

i. Is the officer certified as an officer safety training instructor? ☐ Yes ☒ No

j. Has he/she attended the Department's weapons/range officer training? ☐ Yes ☒ No

k. Is the officer qualified to train employees to use tactical rifles? ☐ Yes ☒ No

l. Is the officer a CPR instructor? ☒ Yes ☐ No

m. What role does the officer have in developing and/or presenting Area training programs? The Training Officer is the training coordinator and schedules officers for upcoming training classes. The Training Officer instructs classes or schedules an instructor for the Area training program.

n. Does the officer keep Area informed of officers deficient in training or those who have superior performance? ☒ Yes ☐ No

o. Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents? ☐ Yes ☒ No

p. Does the officer assist in reviewing injuries to personnel resulting from arrest situations? ☐ Yes ☒ No

q. Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS? ☒ Yes ☐ No

r. Is the officer responsible for performing range maintenance? ☐ Yes ☒ No

s. What other duties or assignments does the training officer have? Watch Officer relief, CSS Technician, conducts annual equipment inventory, and special projects overtime coordinator.

### 13. LIMITED DUTY

EVALUATED

No

ACTION REQUIRED

No

CORRECTED

a. Does the Area currently have limited duty personnel assigned? ☐ Yes ☒ No

(1) What are their classifications, and what duties are they assigned?

b. Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment? ☐ Yes ☐ No

(1) Could they be used more efficiently? ☐ Yes ☐ No

c. If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol? ☐ Yes ☐ No

d. Are any current assignments in excess of six months? ☐ Yes ☐ No

e. Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases? ☐ Yes ☐ No

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f. Are limited duty personnel having public contact appropriately attired?

☐ Yes ☐ No**14. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Does the Area have personnel assigned to special projects or tactical operations?

☒ Yes ☐ No

b. Is the position full time or on an on-call basis?

☒ Yes ☐ No

c. If full time, is the assignment for a specified number of weeks or months?

☒ Yes ☐ No

d. What are the duties/responsibilities of the officer? Responsibilities include enforcing the controlled substance laws by targeting investigations towards apprehension of all levels of drug traffickers, with the overall objective to target street level drug dealing

e. Who supervises the officer? Lieutenant Dennis Troxell, #13163

f. How does he/she account for his/her time? The Officer reports to the Task Force Commander and to the Area Lieutenant.

g. What is the selection criteria for the assignment? Selection is based on experience and selected by Area Management.

h. Has the Area member contributed to the success or mission of the team or task force?

☒ Yes ☐ No

i. Where coordination is appropriate with the Division Investigative Services Unit, is there ongoing discussion regarding activities?

☒ Yes ☐ No

j. Is there a Memorandum of Understanding (MOU) on file?

☒ Yes ☐ No

k. Is the special assignment on a reimbursable contract?

☐ Yes ☒ No

(1) If so, is the contract being followed?

☐ Yes ☐ No


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AREA <b>MOJESTO</b>	DIVISION <b>CENTRAL</b>	NUMBER 465
EVALUATED BY Lt. Sandra Adams		DATE 12/9/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE December 31, 2008	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW 	DATE 01.15.09
BY _____		EVALUATED 12/09/2008	ACTION REQUIRED No

**1. GENERAL**

a. Are special duty assignments minimized? ☒ Yes    ☐ No

(1) Is maximum efficiency attained? ☒ Yes    ☐ No

(2) Are there any special duty functions which could be performed by a beat officer or other support personnel? ☒ Yes    ☐ No

b. Are assigned duties consistent with the job description? ☒ Yes    ☐ No

(1) Could duties be combined with another special duty assignment for efficiency? ☒ Yes    ☐ No

(2) Which special duty officers (positions) were interviewed? A.I., Court, School Pupil Safety, VIN, General Support

c. How are individuals for special duty assignments selected? Interviews are done by the Commander, with the Special Duty Sergeant having input.

(1) Are special duty opportunities open to all officers? ☒ Yes    ☐ No

(2) Does selection contribute to attainment of affirmative action goals? ☒ Yes    ☐ No

d. Can the special duty supervisor describe the duties and workload of the special duty personnel? ☒ Yes    ☐ No

(1) Upon what criteria are special duty personnel evaluated? 100 forms are completed and turned in to the Special Duty Sergeant. The sergeant ensures each position is fulfilling their primary functions. Interaction with unif. and non-unif. staffed is evaluated.

(2) Are special duty officers held accountable for their time and performance? ☒ Yes    ☐ No

(3) How is the special duty officer's time planned? Are weekly itineraries provided to the supervisor? ☒ Yes    ☐ No

e. Do the commander and management team have an active interest in special duty programs? ☒ Yes    ☐ No

(1) Is time taken by the commander to discuss activities and potential problems? ☒ Yes    ☐ No

**VEHICLE THEFT**

EVALUATED 12/09/2008	ACTION REQUIRED No	CORRECTED
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a. What is the scope of the Area's Vehicle Theft Program? Overall focus is large. StanCAATT unit takes on most of the responsibility with support from the Area.

b. Are there open lines of communication with the Division vehicle theft coordinator? ☒ Yes    ☐ No

(1) Is the commander aware of how to obtain assistance from the Division or Headquarters coordinators? ☒ Yes    ☐ No

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(2) Who is authorized to request assistance from vehicle theft coordinators? Any supervisors.

c. Is the program effective?

☒ Yes ☐ No

(1) Vehicle theft recovery goals established?

☒ Yes ☐ No

(2) Goals attained?

☒ Yes ☐ No

(3) How does the current number of stolen and recovered vehicles compare to prior time periods? Modesto, dropped from #1 to #5 in  
Nationwide ranking for most vehicles stolen.

(4) Are work hours dedicated to the program appropriate?

☒ Yes ☐ No

(5) Do beat officers and supervisors have an interest in the program?

☒ Yes ☐ No

d. Is the program supported by district/city attorneys and the courts?

☒ Yes ☐ No

(1) Has the program been discussed with them?

☒ Yes ☐ No

(2) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges? Ongoing discussion  
during Law Enforcement Executive meetings.

e. Do the commander and management team take a personal interest in the program?

☒ Yes ☐ No

(1) What guidance and direction is provided? Ongoing training, 90-day temps are encouraged to work with StanCATT, where Area  
personnel gain education, receive guidance, and then return to Area to use and share knowledge.

f. Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area?

☒ Yes ☐ No

(1) Do they have an idea of the number of thefts and recoveries in the Area?

☒ Yes ☐ No

(2) Are they knowledgeable of the Department's Vehicle Theft Program?

☒ Yes ☐ No

(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques?

☒ Yes ☐ No

(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?

☒ Yes ☐ No

(5) Do they give guidance and direction?

☒ Yes ☐ No

(6) Do they demonstrate an interest in the program?

☒ Yes ☐ No

(7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity  
Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?

☒ Yes ☐ No

g. Is vehicle theft education/training provided by Area?

☒ Yes ☐ No

(1) Are training aids used?

☒ Yes ☐ No

(2) Are division vehicle theft coordinators/investigators made available for training?

☒ Yes ☐ No

(3) Vehicle theft prevention discussed at briefings?

☒ Yes ☐ No

(4) How is information on unique problems and circumstances disseminated to beat officers? Trends are disseminated through  
StanCATT personnel to Area for briefing.

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(5) Are officers and supervisors proficient in locating and decoding VINs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Have any Area officers earned the Department's 10851 Award?		
	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have any officers qualified for the Master 10851 Award?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) How are awards presented? During a formal ceremony at Area with Commander, Central Division Assistant Chief, representatives from AAA.		
(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>3. VEHICLE IDENTIFICATION NUMBER PROGRAM</b>	EVALUATED 12/09/2008	ACTION REQUIRED No
a. Is the VIN program understood by beat officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Who is the assigned VIN officer? Officer Al Arounsack		
(1) How was he/she trained? Auto Theft Class, June 2007; Worked with the VIN officer in Stockton Area.		
(a) Is training adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the VIN officer proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the alternate VIN officer? None at this time		
(4) Are VIN inspections conducted in a secure setting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is Field Support Section used as a resource?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. What kind of system is in place to control the VIN officer's workload? VIN schedule, on Area computer system.		
(1) Are VIN assignments/verifications done on an appointment basis?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is there an excessive backlog?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Is the vehicle owner's convenience a consideration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are field officers and employees having public contact aware of the system used by the VIN officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are associated documents processed promptly and submitted on time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is there proper security for replacement VIN plates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are inventory controls adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are entries legible?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do records match inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are required reports accurate and submitted properly?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Does the VIN officer use relevant information available from allied agencies, DMV and NICB?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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- f. Does VIN officer belong to any professional organizations for exchange of information, such as memberships in any type of various vehicle theft investigator's associations?

☐ Yes ☒ No

#### 4. SCHOOL PUPIL AND FARM LABOR (SP&FL) TRANSPORTATION SAFETY

 EVALUATED  
12/09/2008

 ACTION REQUIRED  
No

CORRECTED

- a. Is the Area commander and management team aware of all aspects of the SP&FL Transportation Safety Program conducted in the Area?

☒ Yes ☐ No

- b. Does the Area have either a uniformed SP&FL Transportation Officer or a nonuniformed School Bus Officer/Coordinator?

☒ Yes ☐ No

- (1) Are Area files maintained as required by HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual?

☒ Yes ☐ No

- (a) Driver records, CHP 295, State Department of Education T-01, criminal record information, etc.?

☒ Yes ☐ No

- (b) CHP 100E, Monthly Activity Report?

☒ Yes ☐ No

- (c) School Bus Traffic Collision Reports and DMV printout H-6?

☒ Yes ☐ No

- (d) Approved stops list?

☒ Yes ☐ No

- (2) Is the School Pupil Transportation Safety Officer/Coordinator proficient in performing assigned duties?

☒ Yes ☐ No

- (a) Are duties performed in conformance with HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual?

☒ Yes ☐ No

- (3) Who is the alternate School Pupil Transportation Safety Officer/Coordinator? Officer Hendricks

- (4) Are CHP 100Es, Monthly Activity Report, submitted in a timely manner?

☒ Yes ☐ No

- (5) Is program time properly justified?

☒ Yes ☐ No

- (a) How much time is allotted? 75%

- (b) Is time sufficient to meet departmental objectives?

☒ Yes ☐ No

- (c) Is the time expended within the Area's allotment?

☒ Yes ☐ No

- c. Is responsibility for supervision of the School Pupil Transportation Safety Program assigned to a specific supervisor?

☒ Yes ☐ No

- (1) Does the supervisor have adequate knowledge of the functions of the Area program?

☒ Yes ☐ No

- (2) Does the supervisor have a copy of HPM 82.4, School Pupil and Farm Labor Transportation Safety manual?

☒ Yes ☐ No

- (3) Is he/she aware of the officer/coordinator's workload?

☒ Yes ☐ No

- (4) Does the supervisor review CHP 100Es, Monthly Activity Report, submitted by the officer/coordinator?

☒ Yes ☐ No

- d. What training has the School Pupil Safety Transportation Safety Officer/Coordinator had? Dept. Training at Academy, 1.5 years ago  
Attended In-Service Training classes? Have a thorough, practical knowledge of:

- (1) Departmental policy relating to the School Pupil Safety Transportation Safety Program?

☒ Yes ☐ No

- (2) School bus driver certification?

☒ Yes ☐ No

- (3) School bus accident investigation?

☒ Yes ☐ No

- (4) School bus reinspection?

☒ Yes ☐ No

- (5) School bus routes and stops?

☒ Yes ☐ No



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e. Does the officer/coordinator coordinate activities and information with adjacent Areas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is he/she aware of the technical assistance available from Commercial Vehicle Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is there a sound procedure for scheduling and administering written tests?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are certain days selected for testing so that a maximum number of applicants can be tested at one time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who administers the test? SPST, Officer Cindy White		
(3) Is a proctor present?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Adequate supply of the five variations of both the driver and first aid tests on hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Who reviews the tests with the applicants? Officer White		
(6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Are driving errors discussed with the applicant?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is the school bus transportation supervisor advised of any additional training needs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Does the School Pupil Safety Transportation Officer conduct on-scene investigations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are follow-up investigations conducted when appropriate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are appropriate special coding made on all school bus investigations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Are hazardous routes or stops reported in writing to the governing board of the school district?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) How many approved stops exist in the Area? 10,084		
i. Do field officers take appropriate enforcement and follow-up action for observed school pupil safety related violations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5. EVIDENCE/PROPERTY CONTROL	EVALUATED NO	ACTION REQUIRED CORRECTED
a. Has the Area commander demonstrated an interest in the proper control of evidence and property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who has been assigned by the commander as the evidence/property officer?		
(2) Has an alternate for this position been assigned?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the evidence/property supervisor?		
b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evidence Manual?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the supervisor fully understand his/her responsibilities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inventories?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has a system been implemented which will ensure maintenance of the chain of possession for evidence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the system adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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(3) Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are entered items canceled when the property is no longer in CHP possession?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Have procedures been examined for retaining and disposing of:		
(1) Evidence.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Property.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Weapons.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Controlled substances.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Alcoholic beverages.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) License plates.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Money.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Has unclaimed property of value been picked up by the Department of General Services, Material Services Section, for storage and disposal after it has been held for 30 days?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Has the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is the system adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a suspense system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are all items properly identified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are accurate records kept on weapons and controlled substances which have been disposed of?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do Area records compare accurately with court records?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are periodic audits completed to ensure integrity of the property system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has a semiannual audit of the property system been conducted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Have more frequent audits been conducted in identified problem areas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Have inventories been conducted periodically to ensure integrity of the system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Is security adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a security log maintained in the property room?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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(2) How many sets of keys are there to the evidence/property room and the temporary evidence storage lockers?

(a) Is the distribution of the keys according to policy?

☐ Yes ☐ No

(3) Is the evidence/property officer other than the court officer?

☐ Yes ☐ No

(a) Is the evidence/property officer other than a field officer or an officer involved in collecting evidence?

☐ Yes ☐ No

(4) Is the property room accessible by repair/maintenance personnel?

☐ Yes ☐ No

(a) Is the room accessible by repair/maintenance personnel?

☐ Yes ☐ No

(b) Is there a false ceiling?

☐ Yes ☐ No

(c) Are door hinges on the inside of the room?

☐ Yes ☐ No

(d) Are any items which require access by other than the evidence/property officer stored in the room?

☐ Yes ☐ No

(e) Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual?

☐ Yes ☐ No

(If not, have steps been initiated to correct the problem?)

☐ Yes ☐ No

(5) Are pass-through type temporary storage lockers secured from the inside to prevent entry?

☐ Yes ☐ No

(a) Is evidence left in these lockers for no more than one day?

☐ Yes ☐ No

(6) Is Area knowledgeable of investigatory requirements in the event of any instance of suspected tampering with packages containing controlled substances?

☐ Yes ☐ No

(a) Have any internal investigations been initiated by Area for any such incidents?

☐ Yes ☐ No

**6. COLLISION INVESTIGATION FOLLOW-UP**

EVALUATED  
12/09/2008

ACTION REQUIRED  
No

CORRECTED

a. Does the Area have an AI officer?

☒ Yes ☐ No

b. Who is responsible for supervising the officer? Sgt. Manke, Special Duty Sergeant

c. How much time is allocated to the position? 100%

(1) Is time allocated sufficient?

☒ Yes ☐ No

d. Does the collision investigation follow-up officer have a job description?

☒ Yes ☐ No

(1) Is it current?

☒ Yes ☐ No

(2) What are the officer's duties? AIS data entry, report tracking and review. Transferring digital photographs to disk for sale, training other officers when necessary.

e. Does the officer understand special reporting requirements?

☒ Yes ☐ No

f. Does the officer have training or special qualifications that complement the position?

☒ Yes ☐ No

g. Is the officer available to respond to accidents to provide technical assistance?

☒ Yes ☐ No

h. Does the officer identify training needs and discuss them with his/her supervisor?

☒ Yes ☐ No

i. Does the officer prepare charts, graphs, or statistics that identify problem locations for deployment purposes?

☒ Yes ☐ No

j. Does the officer have other duties, if so, what are they?

☒ Yes ☐ No

Auto Cad when needed, DRE as needed.

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	EVALUATED	ACTION REQUIRED	CORRECTED
<b>7. COURT LIAISON OFFICER</b>	12/09/2008	No	
a. Does the Area have an officer assigned court liaison duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Who supervises the officer? Sgt. Manke, Special Duty Sergeant			
c. How much time is allocated to the position? 100%			
d. Does the officer have a job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is it accurate?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) When was it last revised? Currently under revision due to Area reorganization of Special Duty functions			
(3) What are the officer's duties? DA's office liaison, process arrest reports, CHP 735 processing, DA follow-up, initial investigation of identity theft cases, data entry in AIS			
e. Does he/she have responsibilities for prisoner arraignment?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
f. Does the officer command respect of his/her peer group?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
g. Is the court officer involved in the DUI Cost Recovery Program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
h. Does the officer initiate a CHP 735, Incident Response Reimbursement Statement?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Does the officer(s)' times on the CHP 735 correspond to the times indicated on his/her CHP 415, Daily Field Record?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the officer(s) maintain a log?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Does the officer(s) forward the form to Fiscal Management Section after disposition?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
i. How many courts are within the Area's jurisdiction? Four			
j. Does the officer deal with more than one district attorney's (DA) office?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
k. Does the officer have other duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If so, what are the other duties? Cross-trained in other Special Duty positions, to maintain coverage when vacations, etc., occur.			

	EVALUATED	ACTION REQUIRED	CORRECTED
<b>8. ASSET FORFEITURE (AF) OFFICER</b>	12/09/2008	No	
a. Does the Area have an officer assigned as AF coordinator?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Does the officer have current job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Is he/she familiar with HPM 81.5, Drug Programs Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Is Area coordinator logging AF cases separate from evidence?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
e. Is there a process in place to ensure proper disposition of AF items?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. Does Area's log agree with the Field Services Section (FSS) and Division log?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If not, why not?			
g. Is the disposition of cases supported by documentation such as arrest reports, court order, and AF distribution memorandum?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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- h. Has the Area seized any vehicles under AF? ☐ Yes ☒ No
- (1) If so, does the AF coordinator know where the vehicles are located and their current disposition? ☒ Yes ☐ No
- i. Is the Franchise Tax Board notified of all seizures valued at \$5,000 or more? ☒ Yes ☐ No
- j. Does the AF coordinator complete a mis-screen 50? ☒ Yes ☐ No
- k. Does Area notify Division of all vehicle/boat/plane seizures? ☒ Yes ☐ No
- l. Is Fleet Operations Section notified? ☒ Yes ☐ No
- m. Are all vehicles stored safely and properly protected from inclement weather? ☒ Yes ☐ No
- n. Are large sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local bank for safekeeping? ☐ Yes ☒ No
- o. Are large sums of cash deposited in a departmental interest-bearing bank account designated for AF? ☐ Yes ☒ No
- p. What is the procedure in handling monetary AF awards (checks from the DA)? Disbursement letter sent, and copies sent to FSS, Closure documents to Division
- q. Is the check remitted to the Area's cashier for transmittal to Fiscal Management Section with proper notifications to FSS and the Division AF coordinator? ☒ Yes ☐ No

**9. SPECIALIZED VEHICLES**EVALUATED  
12/09/2008ACTION REQUIRED  
No

CORRECTED

**a. Operation and Inspection**

- (1) Is there an officer assigned to oversee the operation of specialized vehicles within the Area? ☒ Yes ☐ No
- (a) Who supervises the officer(s)? Special Duty Sergeant
- (b) How much time is allocated? 20%
- (2) Does the officer have a job description? ☒ Yes ☐ No
- (a) Is it accurate? ☒ Yes ☐ No
- (b) When was it last revised? Currently under revision
- (3) Do officers understand policy concerning permits, licensing, inspections, and regulations pertaining to specialized vehicles? ☒ Yes ☐ No
- (4) Tow Trucks
- (a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks? ☒ Yes ☐ No
- (b) Do files contain current contracts and inspection forms? ☒ Yes ☐ No
- (c) Are there any recent complaints? ☐ Yes ☒ No
- (d) Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative Supplement? ☐ Yes ☒ No
- (e) Who is responsible for inspections? Officer Patrick Hendricks, assisted by two Motor Carrier personnel
- (f) Does an officer occasionally conduct a random inspection to ensure the integrity of the inspection process? ☒ Yes ☐ No
- (g) Is there evidence that discrepancies are promptly corrected? ☒ Yes ☐ No

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(h) Who conducts annual tow meetings? Officer Patrick Hendricks

1 Does the commander attend?

☐ Yes ☒ No

2 Is an agenda prepared?

☒ Yes ☐ No

3 Are minutes prepared and circulated for review?

☐ Yes ☒ No

4 When was the last annual meeting? May, 2008

(i) Are rotation and sector assignment procedures clearly established?

☒ Yes ☐ No

(j) How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list? Normally, Merced Comm Center is notified.

(k) Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators?

☒ Yes ☐ No

## (5) Ambulances

(a) Who is responsible for overseeing the operation of ambulances within the Area? Officer Hendricks

(b) Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2?

☒ Yes ☐ No

(c) Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13, California Code of Regulations?

☒ Yes ☐ No

(d) Are complaints received at Area investigated and documented?

☒ Yes ☐ No

(e) If ambulances are removed from service, is there any branch of county government that requests notification?

☐ Yes ☒ No

1 If so, how is this done?

(f) Are ambulance inspection forms in file current?

☒ Yes ☐ No

## (6) Armored Vehicles

(a) Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area?

☒ Yes ☐ No

(b) What impact on the Area workload do these inspections have? Minimal

## (7) Authorized Emergency Vehicles (AEV)

(a) Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area?

☐ Yes ☒ No

## 10. CALIFORNIA RESIDENT FOREIGN REGISTRATION (CRFR) PROGRAM

EVALUATED  
NO

ACTION REQUIRED

CORRECTED

**AREA MANAGEMENT EVALUATION****SPECIAL FUNCTIONS**

CHP 453Q (Rev. 6-06) OPI 009

- a. If the Department currently has an active CRFR program, does the Area have an officer assigned to investigate attempts by California residents to avoid payment of licensing and registration fees due in California? ☐ Yes ☒ No

(1) Who supervises the officer?

- (2) Is sufficient time allocated for this program? ☐ Yes ☐ No

- (3) Does the officer have a job description? ☐ Yes ☐ No

- (a) Is it accurate? ☐ Yes ☐ No

- b. Does the Area program follow the guidelines in the Registration Enforcement Manual, HPM 82.5, Chapter 3? ☐ Yes ☐ No

- c. Are suspected violations documented on Registration 69 forms locally processed, or sent to the DMV Registration Compliance Unit? ☐ Yes ☐ No

- (1) If locally processed, are CHP 215s, Notice to Appear, issued when it is established that California registration is due? ☐ Yes ☐ No

- d. Is the CRFR officer aware that the rules of evidence pertaining to search and seizure apply to violations of this type? ☐ Yes ☐ No

- e. Does the Area report significant statistics to Division by comm-net by the 10th of each month? ☐ Yes ☐ No

- f. Does the degree of compliance gained or the actual revenue collected as a result of the program justify its continuance? ☐ Yes ☐ No

**11. GENERAL SUPPORT**EVALUATED  
12/09/2008ACTION REQUIRED  
No

CORRECTED

- a. Is an officer assigned to general support including violation clearance and counter officer? ☒ Yes ☐ No

- b. What additional duties does he/she perform? None.

- c. Is there a job description? ☒ Yes ☐ No

- (1) Is it accurate? ☒ Yes ☐ No

- (2) When was it last revised? Currently under revision

- d. How much time is allocated to this position? 100%

- e. With minimal instruction, could this position be handled by limited duty personnel? ☐ Yes ☒ No

**12. AREA TRAINING OFFICER**EVALUATED  
12/09/2008ACTION REQUIRED  
No

CORRECTED

- a. Does the Area have an officer assigned as the Area training officer? ☒ Yes ☐ No

- b. How much time is allocated to this position? 25%

- c. Who supervises the officer? Special Duty Sergeant

- d. Does the officer have a job description? ☒ Yes ☐ No

- (1) When was it last revised? Currently under revision

- e. Does the officer command the respect of his/her peers? ☒ Yes ☐ No

- f. Does the officer have the support of the supervisors? ☒ Yes ☐ No

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g. What training has been provided to the officer? No formal training, received training from prior officers in the position.

h. Has he/she been trained as a Department instructor? ☐ Yes ☒ No

i. Is the officer certified as an officer safety training instructor? ☐ Yes ☒ No

j. Has he/she attended the Department's weapons/range officer training? ☐ Yes ☒ No

k. Is the officer qualified to train employees to use tactical rifles? ☐ Yes ☒ No

l. Is the officer a CPR instructor? ☐ Yes ☒ No

m. What role does the officer have in developing and/or presenting Area training programs? Scheduling officers per the Decentralized training requirements, Scheduling instructors, maintain all 311's, post training records, and ETRS.

n. Does the officer keep Area informed of officers deficient in training or those who have superior performance? ☒ Yes ☐ No

o. Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents? ☐ Yes ☒ No

p. Does the officer assist in reviewing injuries to personnel resulting from arrest situations? ☐ Yes ☒ No

q. Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS? ☒ Yes ☐ No

r. Is the officer responsible for performing range maintenance? ☐ Yes ☒ No

s. What other duties or assignments does the training officer have? School Pupil Safety, Car Seat Technician, PAS and EPAS calibrations, 136E for Division, Back-up evidence, Area inventory, AI data entry.

**13. LIMITED DUTY**

EVALUATED  
12/09/2008

ACTION REQUIRED  
No

CORRECTED

a. Does the Area currently have limited duty personnel assigned? ☒ Yes ☐ No

(1) What are their classifications, and what duties are they assigned? Cadet, support to clerical, filing, data entry.

b. Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment? ☒ Yes ☐ No

(1) Could they be used more efficiently? ☐ Yes ☒ No

c. If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol? ☐ Yes ☒ No

d. Are any current assignments in excess of six months? ☐ Yes ☒ No

e. Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases? ☒ Yes ☐ No



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f. Are limited duty personnel having public contact appropriately attired? ☒ Yes ☐ No

**14. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS**

EVALUATED  
No

ACTION REQUIRED

CORRECTED

a. Does the Area have personnel assigned to special projects or tactical operations? ☐ Yes ☒ No

b. Is the position full time or on an on-call basis? ☐ Yes ☐ No

c. If full time, is the assignment for a specified number of weeks or months? ☐ Yes ☐ No

d. What are the duties/responsibilities of the officer?

e. Who supervises the officer?

f. How does he/she account for his/her time?

g. What is the selection criteria for the assignment?

h. Has the Area member contributed to the success or mission of the team or task force? ☐ Yes ☐ No

i. Where coordination is appropriate with the Division Investigative Services Unit, is there ongoing discussion regarding activities? ☐ Yes ☐ No

j. Is there a Memorandum of Understanding (MOU) on file? ☐ Yes ☐ No

k. Is the special assignment on a reimbursable contract? ☐ Yes ☐ No

(1) If so, is the contract being followed? ☐ Yes ☐ No

## AREA MANAGEMENT EVALUATION SUPPLEMENT

CHP 454 (Rev. 5-06) OPI 009

SUBJECT: Modesto Area Chapter 15 Evaluation

DATE: 12/09/2008

SECTIONS	COMMENTS
1. General	Modesto Area has eight Special Duty officers assigned. The Area has recognized some additional reorganization is required to ensure more efficient workload. The Area is currently revising the functions and shifting primary responsibility for some functions.
6. Collision Investigation Follow-up	The Area has two Accident Review officers assigned for approx. 300-400 collisions per month. The Area has developed an "Area Format," which follows the CIM, however is a guide for those new to the Area. The intent is to encourage consistent investigative format, efficient writing, and consistency between reviewers.
	Area utilizes color-coded cover sheets for report tracking. The color changes based on how late past the eight day completion the report is. The color is recognized by the shift supervisor for action with report author, who would be encouraged to complete the report asap.
8. Asset Forfeiture	The Area coordinates all asset forfeiture activity with Stanislaus County Drug Enforcement Agency, (SDEA). AF items are not retained at Area. SDEA takes all, and coordinates with Area on the court case.
10. CRFR Program	Modesto Area does not have an officer assigned to follow-up on California Foreign Registration. Area was using resources available in Central Division for any suspected foreign registration cases.
Closing Comments:	Modesto Area's Special Functions are overseen by a dedicated Sergeant. The officers are knowledgeable and provide support within the unit through cross-training. The Area recognized a need within the unit to spread some tasks due to court attendance requirements related to PAS calibration records. This need has compelled a revised approach to the distribution of special functions. The Area's self-evaluation is commendable. The driving factor being internal efficiency and public service.

AREA Porterville - 481	DIVISION Central	NUMBER
EVALUATED BY Sergeant Vander Mel		DATE 09/25/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____	
		COMMANDER'S REVIEW	DATE

## 1. GENERAL

EVALUATED 09/25/2008	ACTION REQUIRED	CORRECTED
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a. Are special duty assignments minimized? ☒ Yes    ☐ No

(1) Is maximum efficiency attained? ☒ Yes    ☐ No

(2) Are there any special duty functions which could be performed by a beat officer or other support personnel? ☒ Yes    ☐ No

b. Are assigned duties consistent with the job description? ☒ Yes    ☐ No

(1) Could duties be combined with another special duty assignment for efficiency? ☐ Yes    ☒ No

(2) Which special duty officers (positions) were interviewed? Ofc. D. Gosvener - Court officer and PIO, Ofc. S. Page - Front desk, VIN, School Bus, FLV, Ambulance and Tow officer and Ofc. M. Walker - A/I, AF, Training and Evidence

c. How are individuals for special duty assignments selected? The Commander, a sergeant and the special duty officer leaving the position comprise an interview panel for interested officers. The Commander asks for a two to four year contract. The special duty officers' performance is evaluated each year.

(1) Are special duty opportunities open to all officers? ☒ Yes    ☐ No

(2) Does selection contribute to attainment of affirmative action goals? ☒ Yes    ☐ No

d. Can the special duty supervisor describe the duties and workload of the special duty personnel? ☒ Yes    ☐ No

(1) Upon what criteria are special duty personnel evaluated? The annual performance appraisal process.

(2) Are special duty officers held accountable for their time and performance? ☒ Yes    ☐ No

(3) How is the special duty officer's time planned? Are weekly itineraries provided to the supervisor? ☐ Yes    ☒ No

e. Do the commander and management team have an active interest in special duty programs? ☒ Yes    ☐ No

(1) Is time taken by the commander to discuss activities and potential problems? ☒ Yes    ☐ No

## 2. VEHICLE THEFT

EVALUATED 09/25/2008	ACTION REQUIRED	CORRECTED
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a. What is the scope of the Area's Vehicle Theft Program? Area does not have a formal program, however officers are encouraged to complete reactive auto theft arrests, otherwise, T.R.A.T. is the Area's proactive vehicle theft program.

b. Are there open lines of communication with the Division vehicle theft coordinator? ☒ Yes    ☐ No

(1) Is the commander aware of how to obtain assistance from the Division or Headquarters coordinators? ☒ Yes    ☐ No

- (2) Who is authorized to request assistance from vehicle theft coordinators? Officers receive guidance from Area Sergeants relative to when to request assistance from other Area officers with more expertise or from the task force.

c. Is the program effective?

☒ Yes ☐ No

- (1) Vehicle theft recovery goals established?

☐ Yes ☒ No

- (2) Goals attained?

*NO GOALS ARE ESTABLISHED*

☐ Yes ☐ No

- (3) How does the current number of stolen and recovered vehicles compare to prior time periods? Statistics are not kept by Area.

- (4) Are work hours dedicated to the program appropriate?

☒ Yes ☐ No

- (5) Do beat officers and supervisors have an interest in the program?

☒ Yes ☐ No

d. Is the program supported by district/city attorneys and the courts?

*N/A*

☐ Yes ☐ No

- (1) Has the program been discussed with them?

*N/A*

☐ Yes ☐ No

- (2) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges?

e. Do the commander and management team take a personal interest in the program?

☒ Yes ☐ No

- (1) What guidance and direction is provided?

f. Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area?

☒ Yes ☐ No

- (1) Do they have an idea of the number of thefts and recoveries in the Area?

☐ Yes ☒ No

- (2) Are they knowledgeable of the Department's Vehicle Theft Program?

☒ Yes ☐ No

- (3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques?

☒ Yes ☐ No

- (4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?

☒ Yes ☐ No

- (5) Do they give guidance and direction?

☒ Yes ☐ No

- (6) Do they demonstrate an interest in the program?

☒ Yes ☐ No

- (7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?

☒ Yes ☐ No

g. Is vehicle theft education/training provided by Area?

☒ Yes ☐ No

- (1) Are training aids used?

☒ Yes ☐ No

- (2) Are division vehicle theft coordinators/investigators made available for training?

☒ Yes ☐ No

- (3) Vehicle theft prevention discussed at briefings?

☒ Yes ☐ No

- (4) How is information on unique problems and circumstances disseminated to beat officers? Briefing items and training days

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(5) Are officers and supervisors proficient in locating and decoding VINs?

☒ Yes ☐ No

h. Have any Area officers earned the Department's 10851 Award?

☒ Yes ☐ No

(1) Have any officers qualified for the Master 10851 Award?

☒ Yes ☐ No

(2) How are awards presented? During training days

(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?

☒ Yes ☐ No

(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program?

☐ Yes ☒ No**3. VEHICLE IDENTIFICATION NUMBER PROGRAM**EVALUATED  
09-25-2008

APPROVED

CORRECTED

a. Is the VIN program understood by beat officers?

☒ Yes ☐ No

(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?

☒ Yes ☐ No

b. Who is the assigned VIN officer? Officer Steve Page

(1) How was he/she trained? The current officer was trained by the vacating officer. The current officer will receive formal training in November.

(a) Is training adequate?

☒ Yes ☐ No

(2) Is the VIN officer proficient?

☒ Yes ☐ No

(3) Who is the alternate VIN officer? Officer Greg Stoffel

(4) Are VIN inspections conducted in a secure setting?

☒ Yes ☐ No

(5) Is Field Support Section used as a resource?

☒ Yes ☐ No

c. What kind of system is in place to control the VIN officer's workload? The current VIN officer juggles his own workload between all of his duties and backing up other special duty officers while they are on extended days off.

(1) Are VIN assignments/verifications done on an appointment basis?

☒ Yes ☐ No

(a) Is there an excessive backlog?

☐ Yes ☒ No

(b) Is the vehicle owner's convenience a consideration?

☒ Yes ☐ No

(2) Are field officers and employees having public contact aware of the system used by the VIN officer?

☒ Yes ☐ No

(3) Are associated documents processed promptly and submitted on time?

☒ Yes ☐ No

d. Is there proper security for replacement VIN plates?

☒ Yes ☐ No

(1) Are inventory controls adequate?

☒ Yes ☐ No

(2) Are entries legible?

☒ Yes ☐ No

(3) Do records match inventories?

☒ Yes ☐ No

(4) Are required reports accurate and submitted properly?

☒ Yes ☐ No

e. Does the VIN officer use relevant information available from allied agencies, DMV and NICB?

☒ Yes ☐ No

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- f. Does VIN officer belong to any professional organizations for exchange of information, such as memberships in any type of various vehicle theft investigator's associations?

☐ Yes ☒ No**4. SCHOOL PUPIL AND FARM LABOR (SP&FL) TRANSPORTATION SAFETY**EVALUATED  
09 25 2008

ACTIONS REQUIRED

CORRECTED

- a. Is the Area commander and management team aware of all aspects of the SP&FL Transportation Safety Program conducted in the Area?

☒ Yes ☐ No

- b. Does the Area have either a uniformed SP&FL Transportation Officer or a nonuniformed School Bus Officer/Coordinator?

☒ Yes ☐ No

- (1) Are Area files maintained as required by HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual?

☒ Yes ☐ No

- (a) Driver records, CHP 295, State Department of Education T-01, criminal record information, etc.?

☒ Yes ☐ No

- (b) CHP 100E, Monthly Activity Report?

☒ Yes ☐ No

- (c) School Bus Traffic Collision Reports and DMV printout H-6?

☒ Yes ☐ No

- (d) Approved stops list?

☒ Yes ☐ No

- (2) Is the School Pupil Transportation Safety Officer/Coordinator proficient in performing assigned duties?

☒ Yes ☐ No

- (a) Are duties performed in conformance with HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual?

☒ Yes ☐ No

- (3) Who is the alternate School Pupil Transportation Safety Officer/Coordinator?

- (4) Are CHP 100Es, Monthly Activity Report, submitted in a timely manner?

☒ Yes ☐ No

- (5) Is program time properly justified?

☒ Yes ☐ No

- (a) How much time is allotted? See comments on Page 14

- (b) Is time sufficient to meet departmental objectives?

☒ Yes ☐ No

- (c) Is the time expended within the Area's allotment?

☒ Yes ☐ No

- c. Is responsibility for supervision of the School Pupil Transportation Safety Program assigned to a specific supervisor?

☒ Yes ☐ No

- (1) Does the supervisor have adequate knowledge of the functions of the Area program?

☒ Yes ☐ No

- (2) Does the supervisor have a copy of HPM 82.4, School Pupil and Farm Labor Transportation Safety manual?

☒ Yes ☐ No

- (3) Is he/she aware of the officer/coordinator's workload?

☒ Yes ☐ No

- (4) Does the supervisor review CHP 100Es, Monthly Activity Report, submitted by the officer/coordinator?

☒ Yes ☐ No

- d. What training has the School Pupil Safety Transportation Safety Officer/Coordinator had? Officer Page received the 40 hour Attended In-Service Training classes? Have a thorough, practical knowledge of: departmental class.

- (1) Departmental policy relating to the School Pupil Safety Transportation Safety Program?

☒ Yes ☐ No

- (2) School bus driver certification?

☒ Yes ☐ No

- (3) School bus accident investigation?

☒ Yes ☐ No

- (4) School bus reinspection?

☒ Yes ☐ No

School bus routes and stops?

☒ Yes ☐ No

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e. Does the officer/coordinator coordinate activities and information with adjacent Areas?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Is he/she aware of the technical assistance available from Commercial Vehicle Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is there a sound procedure for scheduling and administering written tests?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are certain days selected for testing so that a maximum number of applicants can be tested at one time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who administers the test? Officer Page		
(3) Is a proctor present?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Adequate supply of the five variations of both the driver and first aid tests on hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Who reviews the tests with the applicants? Officer Page		
(6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Are driving errors discussed with the applicant?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is the school bus transportation supervisor advised of any additional training needs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Does the School Pupil Safety Transportation Officer conduct on-scene investigations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are follow-up investigations conducted when appropriate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are appropriate special coding made on all school bus investigations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Are hazardous routes or stops reported in writing to the governing board of the school district?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) How many approved stops exist in the Area?		
i. Do field officers take appropriate enforcement and follow-up action for observed school pupil safety related violations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>5. EVIDENCE/PROPERTY CONTROL</b>	EVALUATED <b>No</b>	ACTION REQUIRED <b>CORRECTED</b>
a. Has the Area commander demonstrated an interest in the proper control of evidence and property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who has been assigned by the commander as the evidence/property officer?		
(2) Has an alternate for this position been assigned?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the evidence/property supervisor?		
b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evidence Manual?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the supervisor fully understand his/her responsibilities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inventories?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has a system been implemented which will ensure maintenance of the chain of possession for evidence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the system adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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(3) Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are entered items canceled when the property is no longer in CHP possession?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Have procedures been examined for retaining and disposing of:		
(1) Evidence.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Property.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Weapons.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Controlled substances.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Alcoholic beverages.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) License plates.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Money.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Has unclaimed property of value been picked up by the Department of General Services, Material Services Section, for storage and disposal after it has been held for 30 days?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Has the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is the system adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a suspense system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are all items properly identified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are accurate records kept on weapons and controlled substances which have been disposed of?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do Area records compare accurately with court records?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are periodic audits completed to ensure integrity of the property system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has a semiannual audit of the property system been conducted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Have more frequent audits been conducted in identified problem areas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Have inventories been conducted periodically to ensure integrity of the system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Is security adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a security log maintained in the property room?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	<input type="checkbox"/> Yes	<input type="checkbox"/> No



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(2) How many sets of keys are there to the evidence/property room and the temporary evidence storage lockers?

(a) Is the distribution of the keys according to policy?

☐ Yes ☐ No

(3) Is the evidence/property officer other than the court officer?

☐ Yes ☐ No

(a) Is the evidence/property officer other than a field officer or an officer involved in collecting evidence?

☐ Yes ☐ No

(4) Is the property room accessible by repair/maintenance personnel?

☐ Yes ☐ No

(a) Is the room accessible by repair/maintenance personnel?

☐ Yes ☐ No

(b) Is there a false ceiling?

☐ Yes ☐ No

(c) Are door hinges on the inside of the room?

☐ Yes ☐ No

(d) Are any items which require access by other than the evidence/property officer stored in the room?

☐ Yes ☐ No

(e) Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual?

☐ Yes ☐ No

(If not, have steps been initiated to correct the problem?)

☐ Yes ☐ No

(5) Are pass-through type temporary storage lockers secured from the inside to prevent entry?

☐ Yes ☐ No

(a) Is evidence left in these lockers for no more than one day?

☐ Yes ☐ No

(6) Is Area knowledgeable of investigatory requirements in the event of any instance of suspected tampering with packages containing controlled substances?

☐ Yes ☐ No

(a) Have any internal investigations been initiated by Area for any such incidents?

☐ Yes ☐ No**6. COLLISION INVESTIGATION FOLLOW-UP**EVALUATED  
09/25/2008

ACTION REQUIRED?

CORRECTED?

a. Does the Area have an AI officer?

☒ Yes ☐ No

b. Who is responsible for supervising the officer? Lieutenant Swearingen

c. How much time is allocated to the position? Seven to eight hours each day.

(1) Is time allocated sufficient?

☒ Yes ☐ No

d. Does the collision investigation follow-up officer have a job description?

☒ Yes ☐ No

(1) Is it current?

☒ Yes ☐ No

(2) What are the officer's duties? Accident review officer, Asset Forfeiture Coordinator, Area Training Officer, Evidence Officer

e. Does the officer understand special reporting requirements?

☒ Yes ☐ No

f. Does the officer have training or special qualifications that complement the position?

☐ Yes ☒ No

g. Is the officer available to respond to accidents to provide technical assistance?

☒ Yes ☐ No

h. Does the officer identify training needs and discuss them with his/her supervisor?

☒ Yes ☐ No

i. Does the officer prepare charts, graphs, or statistics that identify problem locations for deployment purposes?

☐ Yes ☒ No

j. Does the officer have other duties, if so, what are they?

☒ Yes ☐ No

Accident review officer, Asset Forfeiture Coordinator, Area Training Officer, Evidence Officer

**AREA MANAGEMENT EVALUATION****SPECIAL FUNCTIONS**

CHP 453Q (Rev. 6-06) OPI 009

7. COURT LIAISON OFFICER	EVALUATED 09/25/2008	ACTION REQUIRED	CORRECTED
a. Does the Area have an officer assigned court liaison duties?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Who supervises the officer? Lieutenant Swearingen			
c. How much time is allocated to the position? Six hours			
d. Does the officer have a job description?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Is it accurate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) When was it last revised? Within the last two months			
(3) What are the officer's duties? Public Affairs, Radar Coordinator, California Law Enforcement Challenge			
e. Does he/she have responsibilities for prisoner arraignment?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
f. Does the officer command respect of his/her peer group?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
g. Is the court officer involved in the DUI Cost Recovery Program? <i>GENERAL SUPPORT OFF. DUTIES</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
h. Does the officer initiate a CHP 735, Incident Response Reimbursement Statement?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Does the officer(s)' times on the CHP 735 correspond to the times indicated on his/her CHP 415, Daily Field Record?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Does the officer(s) maintain a log?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Does the officer(s) forward the form to Fiscal Management Section after disposition?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
i. How many courts are within the Area's jurisdiction? Porterville and Visalia for adults and Visalia for juveniles			
j. Does the officer deal with more than one district attorney's (DA) office?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
k. Does the officer have other duties?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) If so, what are the other duties? Public Affairs, Radar Coordinator, California Law Enforcement Challenge			

8. ASSET FORFEITURE (AF) OFFICER	EVALUATED 09/25/2008	ACTION REQUIRED	CORRECTED
a. Does the Area have an officer assigned as AF coordinator?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Does the officer have current job description?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
c. Is he/she familiar with HPM 81.5, Drug Programs Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
d. Is Area coordinator logging AF cases separate from evidence?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
e. Is there a process in place to ensure proper disposition of AF items?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
f. Does Area's log agree with the Field Services Section (FSS) and Division log? <i>N/A No CASES</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) If not, why not?			
g. Is the disposition of cases supported by documentation such as arrest reports, court order, and AF distribution memorandum?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**SPECIAL FUNCTIONS**  
CHP 453Q (Rev. 6-06) OPI 009

h. Has the Area seized any vehicles under AF?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) If so, does the AF coordinator know where the vehicles are located and their current disposition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
i. Is the Franchise Tax Board notified of all seizures valued at \$5,000 or more?	<input type="checkbox"/> Yes <input type="checkbox"/> No
j. Does the AF coordinator complete a mis-screen 50?	<input type="checkbox"/> Yes <input type="checkbox"/> No
k. Does Area notify Division of all vehicle/boat/plane seizures?	<input type="checkbox"/> Yes <input type="checkbox"/> No
l. Is Fleet Operations Section notified?	<input type="checkbox"/> Yes <input type="checkbox"/> No
m. Are all vehicles stored safely and properly protected from inclement weather?	<input type="checkbox"/> Yes <input type="checkbox"/> No
n. Are large sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local bank for safekeeping?	<input type="checkbox"/> Yes <input type="checkbox"/> No
o. Are large sums of cash deposited in a departmental interest-bearing bank account designated for AF?	<input type="checkbox"/> Yes <input type="checkbox"/> No
p. What is the procedure in handling monetary AF awards (checks from the DA)?	
q. Is the check remitted to the Area's cashier for transmittal to Fiscal Management Section with proper notifications to FSS and the Division AF coordinator?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**9. SPECIALIZED VEHICLES**

EVALUATED  
09/25/2008

ACTION REQUIRED

CORRECTED

a. Operation and Inspection	
(1) Is there an officer assigned to oversee the operation of specialized vehicles within the Area?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Who supervises the officer(s)?	Lieutenant Swearingen
(b) How much time is allocated?	Approximately 60 hours annually
(2) Does the officer have a job description?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Is it accurate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) When was it last revised?	One month ago
(3) Do officers understand policy concerning permits, licensing, inspections, and regulations pertaining to specialized vehicles?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Tow Trucks	
(a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Do files contain current contracts and inspection forms?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Are there any recent complaints?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(d) Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative Supplement?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(e) Who is responsible for inspections?	Officer Steve Page
(f) Does an officer occasionally conduct a random inspection to ensure the integrity of the inspection process?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(g) Is there evidence that discrepancies are promptly corrected?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
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(h) Who conducts annual tow meetings? Officer Steve Page

- 1 Does the commander attend? ☒ Yes ☐ No
- 2 Is an agenda prepared? ☒ Yes ☐ No
- 3 Are minutes prepared and circulated for review? ☒ Yes ☐ No
- 4 When was the last annual meeting? March of 2008

(i) Are rotation and sector assignment procedures clearly established? ☒ Yes ☐ No

(j) How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list? Briefing Items

(k) Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators? ☒ Yes ☐ No

(5) Ambulances

(a) Who is responsible for overseeing the operation of ambulances within the Area? Officer Steve Page

(b) Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2? ☒ Yes ☐ No

(c) Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13, California Code of Regulations? ☒ Yes ☐ No

(d) Are complaints received at Area investigated and documented? ☐ Yes ☒ No

(e) If ambulances are removed from service, is there any branch of county government that requests notification? ☐ Yes ☒ No

1 If so, how is this done?

(f) Are ambulance inspection forms in file current? ☒ Yes ☐ No

(6) Armored Vehicles

(a) Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area? ☐ Yes ☒ No

(b) What impact on the Area workload do these inspections have?

(7) Authorized Emergency Vehicles (AEV)

(a) Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area? ☐ Yes ☐ No

**10. CALIFORNIA RESIDENT FOREIGN REGISTRATION (CRFR) PROGRAM**

EVALUATED  
09/25/2008

ACTION REQUIRED

CORRECTED

- a. If the Department currently has an active CRFR program, does the Area have an officer assigned to investigate attempts by California residents to avoid payment of licensing and registration fees due in California? ☐ Yes ☐ No

(1) Who supervises the officer? \*\*\*\*\* See Page 15 for CRFR comments \*\*\*\*\*

- (2) Is sufficient time allocated for this program? ☐ Yes ☐ No

- (3) Does the officer have a job description? ☐ Yes ☐ No

- (a) Is it accurate? ☐ Yes ☐ No

- b. Does the Area program follow the guidelines in the Registration Enforcement Manual, HPM 82.5, Chapter 3? ☐ Yes ☐ No

- c. Are suspected violations documented on Registration 69 forms locally processed, or sent to the DMV Registration Compliance Unit? ☐ Yes ☐ No

- (1) If locally processed, are CHP 215s, Notice to Appear, issued when it is established that California registration is due? ☐ Yes ☐ No

- d. Is the CRFR officer aware that the rules of evidence pertaining to search and seizure apply to violations of this type? ☐ Yes ☐ No

- e. Does the Area report significant statistics to Division by comm-net by the 10th of each month? ☐ Yes ☐ No

- f. Does the degree of compliance gained or the actual revenue collected as a result of the program justify its continuance? ☐ Yes ☐ No

#### 11. GENERAL SUPPORT

EVALUATED  
09/25/2008

ACTION REQUIRED

CORRECTED

- a. Is an officer assigned to general support including violation clearance and counter officer? ☒ Yes ☐ No

- b. What additional duties does he/she perform? VIN, School Bus, FLV, Ambulance and Tow officer

- c. Is there a job description? ☒ Yes ☐ No

- (1) Is it accurate? ☒ Yes ☐ No

- (2) When was it last revised? Approximately one month ago.

- d. How much time is allocated to this position?

- e. With minimal instruction, could this position be handled by limited duty personnel? ☐ Yes ☒ No

#### 12. AREA TRAINING OFFICER

EVALUATED  
09/25/2008

ACTION REQUIRED

CORRECTED

- a. Does the Area have an officer assigned as the Area training officer? ☒ Yes ☐ No

- b. How much time is allocated to this position? When necessary, one to two hours a day.

- c. Who supervises the officer? Lieutenant Swearingen

- d. Does the officer have a job description? ☒ Yes ☐ No

- (1) When was it last revised?

- e. Does the officer command the respect of his/her peers? ☒ Yes ☐ No

- f. Does the officer have the support of the supervisors? ☒ Yes ☐ No

g. What training has been provided to the officer? Trained by the last officer vacating the position.

h. Has he/she been trained as a Department instructor? ☐ Yes ☒ No

i. Is the officer certified as an officer safety training instructor? ☐ Yes ☒ No

j. Has he/she attended the Department's weapons/range officer training? ☒ Yes ☐ No

k. Is the officer qualified to train employees to use tactical rifles? ☒ Yes ☐ No

l. Is the officer a CPR instructor? ☐ Yes ☒ No

m. What role does the officer have in developing and/or presenting Area training programs? Officer Walker follows the requirements in the Department training manual.

n. Does the officer keep Area informed of officers deficient in training or those who have superior performance? ☒ Yes ☐ No

o. Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents? ☐ Yes ☒ No

p. Does the officer assist in reviewing injuries to personnel resulting from arrest situations? ☐ Yes ☒ No

q. Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS? ☒ Yes ☐ No

r. Is the officer responsible for performing range maintenance? ☐ Yes ☒ No

s. What other duties or assignments does the training officer have? Accident Investigation review, Evidence, Range Master

### 13. LIMITED DUTY

EVALUATED

ACTION REQUIRED

CORRECTED

a. Does the Area currently have limited duty personnel assigned? ☐ Yes ☒ No

(1) What are their classifications, and what duties are they assigned?

b. Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment? ☐ Yes ☐ No

(1) Could they be used more efficiently? ☐ Yes ☐ No

c. If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol? ☐ Yes ☐ No

d. Are any current assignments in excess of six months? ☐ Yes ☐ No

e. Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases? ☐ Yes ☐ No

f. Are limited duty personnel having public contact appropriately attired?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>14. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS</b>			
a. Does the Area have personnel assigned to special projects or tactical operations?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the position full time or on an on-call basis?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. If full time, is the assignment for a specified number of weeks or months?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What are the duties/responsibilities of the officer?		N/A	
e. Who supervises the officer?			
f. How does he/she account for his/her time?			
g. What is the selection criteria for the assignment?			
h. Has the Area member contributed to the success or mission of the team or task force?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
i. Where coordination is appropriate with the Division Investigative Services Unit, is there ongoing discussion regarding activities?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
j. Is there a Memorandum of Understanding (MOU) on file?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
k. Is the special assignment on a reimbursable contract?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If so, is the contract being followed?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Page 1

1.a.(2) - Officer Safety Training and Physical Methods of Arrest training is performed by several road patrol personnel.

1.b. - There has been recent turnover in special duty officers. Job descriptions exist informally in the form of e-mails and lists created by special duty officers individually. Area's intent is to incorporate Job Descriptions into the SOP soon.

1.d.(3) - The PIO lets Lt. Swearingen know via e-mails or verbally about public affair events of a noteworthy nature.

2. - Because Area does not have a program outside the task force, Area maintains no theft/recovery statistics.

Page 3

3.a.(1) - The VIN Officer performs approximately five VIN verifications each week and it is not known how many of those are referred from officers.

3.a.(1)(b) - Officer Page does VIN verifications on Wednesdays and he allows the registered owners of vehicles to pick the hour of that day.

3.d.(1) through (4) - The VIN plates are locked in a cabinet in the clerical front office. The last VIN issued corresponds with the last month's CHP 97A. The VIN officer is currently working off two stacks of sequential numbers and is in the process of using up one of those stacks.

Page 4

4.a. - The Commander was a commercial sergeant prior to promoting and has a good grasp of the different aspects of this program.

4.b.(1)(b) - Officer Page turns in completed CHP 100E forms with his CHP 100 forms.

**AREA MANAGEMENT EVALUATION SUPPLEMENT**

CHP 454 (Rev. 5-06) OPI 009

SUBJECT: Porterville Area, CHP 453Q, Chapter 15 Inspection

Page 14

DATE: 09-25-2008

SECTIONS	COMMENTS
Page 4	
4.b.(3) -	Area does not have an alternate school bus officer and does not see a need for one due to the small size of the communities served.
4.b.(5)(a) -	Officer Page spends approximately four hours a week on school bus driver testing: two hours on Tuesday for written tests and two hours on Thursday for driving tests.
4.c. -	The commander, Lieutenant Swearingen is the supervisor for the special duty officers.
4.d.(1) -	Officer Page assists the Mobile Road Enforcement officers with school bus annual inspections.
Page 5	
4.g. -	Although the current school bus officer has not had to leave the office to assist in a school bus collision investigation, he would be able to do so if necessary.
Page 7	
6.c.(1) -	Most days, there is enough time to complete A/I review duties and spend time on other topics. Occasionally, more time is needed for other duties than what is available after A/I related tasks.
6.e. -	Officer Walker reports on fatal collisions when required to check with allied agencies.
6.f. -	Officer Walker is scheduled for Intermediate and Advanced AI training.
6.g. -	Officer Walker can respond to accidents when necessary for technical assistance. He can respond during his normal shift or after the fact if the accident occurs outside business hours.
6.h. -	Officer Walker feels he could go to the sergeants with training needs but has not had to this far.
6.i. -	At this point, no patterns have developed indicating graphs or charts would be of assistance.
Page 8	
7.a. -	Officer Dave Gosvener is the Court Liaison Officer.
7.d.(1) -	The current job description is informal due to recent changes in special duty officer changes.
7.e. -	The court officer walks "48 hour" filings through the courts which are typically felonies.
7.g. and h. (1) through (3) -	The court officer is not involved in DUI cost recovery.
7.j. -	The court officer makes daily runs to the Porterville Court and occasionally to Visalia.
8. -	Any items not checked are not applicable primarily due to Area having no pending asset forfeiture cases.
Page 9	
9.a.(4)(d) -	As far as Officer Page can remember, there have not been tow complaints that required investigations; any problems are handled with a phone call.



DATE: 09/15/2008

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